

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

RESPIRE CONSULTANT

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time	ME	NI	U
Reliable in attendance	ME	NI	U
Alert in health and safety matters	ME	NI	U
Flexible with assignments and schedule	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences	ME	NI	U
Remains calm in a tense situation	ME	NI	U

Comments:

Key Performance Factors:

Provider Support

Work to accredit / re-accredit providers on an annual basis	ME	NI	U
Conduct telephone consultations with providers as needed	ME	NI	U
Conduct home visits for compliance and support purposes at least quarterly	ME	NI	U
Arrange for drop off or pick up of unit kits, equipment and resource material	ME	NI	U
Provide support respite when available and necessary	ME	NI	U
Provide assistance with county certification or state licensing compliance as needed	ME	NI	U
Assist providers working towards their national accreditation	ME	NI	U

Comments:

Provider Enrollment

Provide information to potential providers	ME	NI	U
Conduct as many enrollment visits as necessary to complete the provider enrollment	ME	NI	U

process			
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Comments:

Parent Support

Contact new parents to explain Satellite services and support	ME	NI	U
Consult with parents about child care, provider or parenting questions and concerns	ME	NI	U
Address parent concerns and complaints and handle them according to agency policy	ME	NI	U
When necessary, act as a mediator for parent / provider disputes	ME	NI	U

Comments:

Training

Assist in planning, facilitating, and implementing Satellite training	ME	NI	U
Develop and assist with provider mentoring	ME	NI	U
Attend and document 25 hours of continuing education per year	ME	NI	U

Comments:

Record Keeping

Maintain provider files, keeping all records current	ME	NI	U
Maintain a quarterly phone and email record and a quarterly record of provider visits	ME	NI	U
Complete monthly and quarterly reports in a timely manner	ME	NI	U
Notify Satellite Administrative Assistant of provider and child terminations, enrollments, and changes in children's schedules	ME	NI	U
Notify Satellite Administrative Assistant of provider accreditation and re-accreditation status	ME	NI	U

Comments:

Agency Support

Work with a support group in a liaison role	ME	NI	U
Provide articles, information and new provider bios for quarterly newsletter	ME	NI	U
Participate in Satellite team meetings and Consultant meetings	ME	NI	U
Assist with Satellite fund raising	ME	NI	U
Perform any other work assignment as requested by supervisor	ME	NI	U

Comments:

Translations

Translate documents as needed	ME	NI	U
Interpretation support for meetings or trainings as needed	ME	NI	U

Comments:

Additional Responsibilities

Collect Spanish materials that are comparable to the English materials to be used as parent and provider resources	ME	NI	U
Monitor Spanish Web Site	ME	NI	U
Complete monthly and quarterly reports in a timely manner	ME	NI	U
Coordinate with Satellite staff' to ensure culturally and developmentally appropriate materials in the unit kits and resource library	ME	NI	U

Comments:

Collaboration

Collaborate as needed with 4-C for services to Spanish speaking providers	ME	NI	U
Participate in trainings and/or conferences that support the Spanish-speaking providers and parents	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**