

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

SATELLITE FCC DIRECTOR

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 from Job Description

Ensure the day-to-day oversight and management of contracts and budgets of the Satellite Family Child Care program.	ME	NI	U
Serve as a department representative in the Management Team meetings and other agency wide committees as required.	ME	NI	U
Assist in writing and preparing applications for the funding of the Satellite Family Child Care program.	ME	NI	U
Support the complimentary integration of the Satellite Program / FCC within Reach Dane.	ME	NI	U
Seek innovative collaborations and funding sources to bolster FCC and the Satellite program.	ME	NI	U
Serve as staff resource to the Satellite Advisory Committee.	ME	NI	U
Formulate short and long-term program goals with the Satellite Advisory Committee and the Reach.	ME	NI	U
Ensure an internal report / monitoring system that tracks and evaluates services provided and identifies and responds to program needs.	ME	NI	U
Ensure understanding and good relationships with providers and staff by	ME	NI	U

participating in provider interest / support groups and training.			
Assist, as needed, in performing the duties of a Satellite Consultant and Satellite Respite Provider to meet the wide-ranging needs of Satellite providers.	ME	NI	U
Mediate disputes among a provider(s) and parent(s) as necessary.	ME	NI	U
Assist in the hiring process of staff and provide regular training opportunities, supervision, regular performance evaluations, and opportunities for professional development for Satellite staff.	ME	NI	U
Provide quarterly and annual reports to the City of Madison, United Way, the Satellite Annual Report and other funding sources and maintain a successful working relationship with all funding sources.	ME	NI	U
Assure good communication with staff through daily contact and weekly staff meetings.	ME	NI	U
Coordinate licensing, certification and accreditations and communication with the City of Madison, 4-Cs and the county.	ME	NI	U
Network with agencies and community groups representing the needs and skills of high quality family child care.	ME	NI	U
Participate in training, conferences and initiatives, which promote and support high quality family child care systems and family child care.	ME	NI	U
Representing family child care interests in the community and integrating FCC within Satellite and other Reach Dane programs.	ME	NI	U
Provide a leadership role in raising the quality and status of family child care in Madison and Dane County and in securing enhanced services for all family child care businesses.	ME	NI	U
In collaboration with Satellite staff and providers, plan, develop, implement, evaluate and improve services, which support the delivery of City of Madison Accredited Family Child Care by Satellite providers.	ME	NI	U
Other duties as assigned.	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

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**