

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

Social Emotional Specialist I, II, III

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:

Emotional Intelligence Capacities

Self-awareness: knows own internal states, preferences, resources, emotions.	ME	NI	U
Self-Regulation: manages own internal states, impulses, and resources. Must demonstrate effective coping strategies, self-control, conscientiousness, adaptability, and innovation.	ME	NI	U
Reflective Capacity: ability and desire to step back and process one's internal state and responses to others with a supportive person.	ME	NI	U
Motivation: achievement drive, commitment to goals, personal initiative, and optimism.	ME	NI	U
Empathy: awareness of others' feelings, needs, and concerns. Possess a service orientation that anticipates, recognizes, and strives to meet individual needs.	ME	NI	U
Social Skills: Builds strong and goal driven bonds with staff, colleagues, children, families and supervisor rooted in strengths-based and trauma informed approaches. Ability to perspective to take and resolve disagreements. Acts a leader and change agent in inspiring and guiding others.	ME	NI	U

Comments:

Support Children's Social Emotional Development

In collaboration with the agency's Positive Behavior Support Team, assess classrooms for children to determine social emotional support needs.	ME	NI	U
Support classroom teams to foster TIC awareness and strategies in the classroom, particularly increasing unconditionally positive, authentic, nurturing relationships between children and caregivers.	ME	NI	U
Support classroom teams in ensuring the implementation of universal practices designed to promote the social emotional development of all children as outlined in the CSEFEL Pyramid Model.	ME	NI	U
Support teaching teams using multiple strategies (e.g. listening, modeling, and mentoring) to proactively implement social emotional strategies, including Pyramid Model practices, with the goal of increasing social emotional development.	ME	NI	U
Work closely with MH consultant and PBST to support and/or lead implementation of social emotional support recommendations and behavior plans.	ME	NI	U
In collaboration with Family Services staff, engage parents and caregivers to be active participants in supporting their child's social emotional development and success in classroom and home settings.	ME	NI	U
Actively support the agency's TIC initiative by acting as a steward, model, and mentor including facilitating TI support, small learning collaborative, and/or leading other trainings.	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**