

**ASSOCIATE DIRECTOR-ADMINISTRATIVE
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____

Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
-----------------	-------------	--------------	----------------	------------------

A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
4. Keep current and accurate records that conform to program policies 1 2 3 4 5
5. Maintain confidentiality in regards to staff and family information..... 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education..... 1 2 3 4 5
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy..... 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor..... 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. General Administrative Component Duties:

1. Ensures compliance with state and federal wage and hour laws 1 2 3 4 5
2. Acts as a resource person for all staff concerning personnel and staff development issues..... 1 2 3 4 5
3. Coordinates all agency insurance plans and employees= fringe benefit package 1 2 3 4 5
4. Conducts reference checks on all potential employees..... 1 2 3 4 5
5. Ensures that all letters of hire, performance evaluations, and payroll change forms and hiring confirmations are accurate and up-to-date 1 2 3 4 5
6. Ensures that employees= records are kept up-to-date and confidential..... 1 2 3 4 5
7. Monitor employee leave requests for conformance to agency=s policy 1 2 3 4 5
8. Coordinates the interview and hiring teams for staff vacancies..... 1 2 3 4 5

*Comments or examples:

C. Training Plan Duties:

1. Participates as a member of the Staff Development Committee 1 2 3 4 5
2. Ensures that the development and maintenance of the training plan is kept up to date..... 1 2 3 4 5
3. Assists in coordinating and implementing training at staff meetings..... 1 2 3 4 5
4. Ensures that current training files are up to date on each staff member 1 2 3 4 5

*Comments or examples:

D. Supervisory Skills and Duties:

- 1. Provides training to staff so that they can adequately complete their tasks and increase their skills..... 1 2 3 4 5
- 2. Sets aside sufficient time to meet and plan with staff 1 2 3 4 5
- 3. Helps staff become more proficient by:
 - a. Patiently answering questions..... 1 2 3 4 5
 - b. Giving needed direction pleasantly 1 2 3 4 5
 - c. Recognizing accomplishments..... 1 2 3 4 5
 - d. Evaluating staff often and objectively 1 2 3 4 5
- 4. Delegates effectively and appropriately 1 2 3 4 5
- 5. Elicits staff input and acts on it..... 1 2 3 4 5
- 6. Assures consistency of procedures and practices among staff 1 2 3 4 5
- 7. Acts on staff problems quickly and appropriately..... 1 2 3 4 5
- 8. Ensures staff are aware of program policies and procedures..... 1 2 3 4 5
- 9. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures 1 2 3 4 5
- 10. Assist in the interviewing and hiring process 1 2 3 4 5
- 11. Ensures that staff is actively engaging in work 1 2 3 4 5
- 12. Promotes leadership skills in others 1 2 3 4 5

*Comments or examples:

E. Staff Communication and Team Membership:

- 1. Shares materials and information 1 2 3 4 5
- 2. Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling 1 2 3 4 5
- 3. Supports team members and supervisor verbally and by attitude 1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members 1 2 3 4 5

*Comments or examples:

F. Work Ethics:

- 1. Comes to work on time 1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
- 3. Misses little time because of illness 1 2 3
- 4. Willingly accepts changes in program..... 1 2 3
- 5. Accepts and acts on constructive criticism 1 2 3
- 6. Follows through on accepted tasks or agreements 1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Executive Director=s Signature _____ Date _____

Associate Director=s Signature _____ Date _____

UMCHS/RVS 5/10/2007

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period
- Eligible for merit increase
- Not eligible for merit increase