

**CHILD CARE RESOURCE AND REFERRAL/CHILD CARE DIRECTOR  
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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**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. CCR&R Program Development, Growth and Maintenance:**

- 1. Develops and maintain program procedures and policies ..... 1 2 3 4 5
- 2. Maintains involvement in State Network ..... 1 2 3 4 5
- 3. Writes grants as necessary..... 1 2 3 4 5
- 4. Procures funding match ..... 1 2 3 4 5
- 5. Is knowledgeable of potential funding sources ..... 1 2 3 4 5
- 6. Is knowledgeable of related programs, maintaining cooperation and/or collaboration ..... 1 2 3 4 5
- 7. Insures that the community in general is given adequate information regarding our services..... 1 2 3 4 5
- 8. Conducts a quarterly Advisory Board meeting..... 1 2 3 4 5
- 9. Maintains a good working relationship with human service agencies in the SDA ..... 1 2 3 4 5
- 10. Develops relationships with employers, educating them on child care benefits to employees and CCR&R services..... 1 2 3 4 5

\*Comments or examples:

**C. CCR&R Provider Recruitment and Technical Assistance:**

- 1. Develops strategies for provider recruitment activities ..... 1 2 3 4 5
- 2. Oversees all recruitment activities ..... 1 2 3 4 5
- 3. Insures that coordination exists between CCR&R and the USDA Child Care Food Program ..... 1 2 3 4 5
- 4. Insures development and distribution of resource materials for providers..... 1 2 3 4 5
- 5. Insures maintenance of a knowledge base for access to outside technical assistance ..... 1 2 3 4 5
- 6. Coordinates and delivers training opportunities for providers..... 1 2 3 4 5

\*Comments or examples:

**D. CCR&R Parent Consultations:**

- 1. Develops and maintain procedures and policies for parent consultations ..... 1 2 3 4 5
- 2. Performs Parent Consultations when Consultant is absent..... 1 2 3 4 5
- 3. Develops strategies for informing parents of services available ..... 1 2 3 4 5
- 4. Insures the development of technical assistance for parents ..... 1 2 3 4 5

\*Comments or examples:

**E. General Education Component Duties:**

- 1. Ensures compliance with Education Performance Standards, the Child Care Division Standards and the Education Component of the Local Work Plan ..... 1 2 3 4 5
- 2. Advises the Director in component planning, development, and operations ..... 1 2 3 4 5
- 3. Acts as a resource person for all staff, parents, and volunteers concerning Early Childhood Education by providing curriculum ideas and reference material ..... 1 2 3 4 5

\*Comments or examples:

**F. Training Duties:**

- 1. Provides training and credentialing information to staff, providers, and parents ..... 1 2 3 4 5
- 2. Acts as an advisor for the National CDA candidates ..... 1 2 3 4 5
- 3. Participates as a member of the Staff Development Committee ..... 1 2 3 4 5
- 4. Assists in assessing training needs ..... 1 2 3 4 5
- 5. Develops training resources with assistance from other component staff ..... 1 2 3 4 5
- 6. Assists in coordinating and implementing training at staff meetings..... 1 2 3 4 5
- 7. Provides training in Early Childhood Education for staff/parents as requested ..... 1 2 3 4 5

\*Comments or examples:

**G. Child Care Operations:**

- 1. \*Ensure that all parents eligible for child care subsidies access funds prior to enrollment..... 1 2 3 4 5
- 2. \*Ensure that the fiscal department receives all billings for child care reimbursement by the second week of each month ..... 1 2 3 4 5
- 3. Ensure that all Family Advocates meet regularly with DHS caseworkers around issues involving co-clients in the area of child care case management. .... 1 2 3 4 5

\*Comments or examples:

**G. 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:

**H. 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:

**I. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

CCR&R Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

UMCHS/RVS 12/29/98

**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