

**EDUCATION/DISABILITIES SERVICES 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 assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 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 supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner1 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 Education Component Duties:

1. *Ensures compliance with Education Performance 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. *Maintains and updates a developmentally appropriate curriculum for classrooms and home visits 1 2 3 4 5
4. 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
5. Ensures that Comprehensive Staffing occurs for each center-based and home-based class to develop goals for each Head Start child..... 1 2 3 4 5
6. Conducts initial observation on individual children referred for academic, social, or emotional concerns..... 1 2 3 4 5

*Comments or examples:

C. General Disabilities Duties:

1. *Coordinate with the LEA on disability services provided to program classrooms 1 2 3 4 5
2. Ensures that a system for referral for potential problems is in place..... 1 2 3 4 5
3. Ensure children with potential problems are referred to the LEA 1 2 3 4 5
4. *Ensure that documentation exists on the services delivered to children with disabilities..... 1 2 3 4 5
5. Ensure that services provided to children with disabilities are developmentally appropriate and meet program standards..... 1 2 3 4 5

*Comments or examples:

D. CDA Program Duties:

- 1. Provides training and credentialing information to all staff 1 2 3 4 5
- 2. Acts as an advisor for the National CDA candidates or coordinates the advisement process 1 2 3 4 5

*Comments or examples:

E. Training Plan Duties:

- 1. Participates as a member of the Staff Development Committee 1 2 3 4 5
- 2. *Plans Curriculum Committee meetings at least once per year 1 2 3 4 5
- 3. Assists in assessing training needs..... 1 2 3 4 5
- 4. Develops training resources with assistance from other component staff 1 2 3 4 5
- 5. Assists in coordinating and implementing training at staff meetings..... 1 2 3 4 5
- 6. *Provides training in Early Childhood Education for staff/parents as requested..... 1 2 3 4 5

*Comments or examples:

F. Attendance Tracking Duties:

- 1. Maintains a notebook for all attendance forms 1 2 3 4 5
- 2. *Averages all classroom and home visit attendance figures monthly 1 2 3 4 5
- 3. Assists teaching staff and Family Advocates in follow-up regarding any difficulties with classroom and home visit attendance 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: _____

Executive Director's Signature _____ Date _____

Education Director's Signature _____ Date _____

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