

**INFORMATION SYSTEMS MANAGER**  
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. Management Information System Duties:**

1. \*Administer agency networks .....1 2 3 4 5
2. Provide technical assistance to staff, children, families, and community .....1 2 3 4 5
3. Maintain agency computer hardware and software .....1 2 3 4 5
4. Maintain a World Wide Web site for UMCHS .....1 2 3 4 5
5. \*Provide support for all UMCHS Management Information Systems software .....1 2 3 4 5
6. Assess user skill levels and provide necessary computer training for staff, children, families and the community .....1 2 3 4 5

\*Comments or examples:

**C. Supervisory Component Skills and Duties:**

1. Provides training to staff so that they can adequately complete their tasks and increase their skills1 2 3 4 5
2. \*Elicits staff input and acts on it.....1 2 3 4 5
3. Assures consistency of procedures and practices among staff.....1 2 3 4 5
4. Acts on staff problems quickly and appropriately.....1 2 3 4 5
5. \*Ensures staff are aware of program policies ad procedures .....1 2 3 4 5
6. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures .....1 2 3 4 5

\*Comments or examples:

**D. 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

**E. Work Ethics:**

- 1. Comes to work on time .....1 2 3 4 5
  - 2. Notifies supervisor prior to beginning of work day when not able to come to work.....1 2 3 4 5
  - 3. Misses little time because of illness.....1 2 3 4 5
  - 4. Willingly accepts changes in program .....1 2 3 4 5
- \*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 \_\_\_\_\_

Information System Manager'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**