

**NUTRITION SERVICES DIRECTOR  
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. WIC, CACFP, Head Start/Early Head Start/OPP Health and Nutrition Component Operation:**

1. Provides feedback to the Administrative Team on the operation of WIC, USDA and HS/EHS/OPP nutrition component..... 1 2 3 4 5
2. Reviews and ensures implementation of program regulations and informs Executive Director ..... 1 2 3 4 5
3. Complete annual USDA CACFP grant renewal for Centers ..... 1 2 3 4 5
4. Complete month-end report for Executive Director ..... 1 2 3 4 5
5. Coordinate services with community ..... 1 2 3 4 5

\*Comments or Examples:

**C. Nutrition Education/Consulting**

1. Coordinate nutrition services with other WIC Program operations. .... 1 2 3 4 5
2. Work with WIC Manager to complete annual WIC Nutrition Education Plan and monitor its implementation.....1 2 3 4 5
3. Write monthly menus that comply with USDA and Head Start policies.....1 2 3 4 5
4. Provide consultation on menus for contracted services.....1 2 3 4 5
5. Work with Head Start and WIC staff to ensure that each Head Start/Early Head Start child receives a nutrition assessment. This should include information on growth, diet and hemoglobin that is shared with the child's family.....1 2 3 4 5

6. Provide technical assistance and consultation to other local agency staff and other health professionals in nutrition services areas.....1 2 3 4 5
7. Provide resources and training to staff in nutrition education. Train staff to provide a variety of nutrition education experiences. ....1 2 3 4 5
8. Review and/or develop Nutrition Education classes. ....1 2 3 4 5
9. Prepare and/or evaluate Nutrition Education materials.....1 2 3 4 5
10. Provide nutrition education materials to parents by way of brochures, pamphlets, newsletters, etc. ....1 2 3 4 5
11. Ensure quarterly food service monitors are performed at each Head Start site. ....1 2 3 4 5
12. Participate in local and state work groups to improve nutrition and program services .....1 2 3 4 5
13. Compile and maintain information on community nutrition problems that may affect the health status of UMCHS families. ....1 2 3 4 5
14. Oversee the planning, implementation, and evaluation of breastfeeding promotion and support activities and staff training.....1 2 3 4 5
15. Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations.....1 2 3 4 5

\*Comments or examples:

**D. High Risk Referrals**

1. Assess nutritional status and special needs of children and their families from health records, dietary questionnaires, and knowledge of community nutrition problems. ....1 2 3 4 5
2. Provide counseling and information to parents whose children have special dietary needs or problems related to nutritional status. Involve parents in developing plans to cope with identified problems.....1 2 3 4 5
3. Provide high risk follow-up services for women and children who meet risk criteria in protocol.....1 2 3 4 5
4. Provide consultation on high risk children in classroom as needed. ....1 2 3 4 5
5. Attend Parent/Staff Conferences when requested and provide input. ....1 2 3 4 5
6. Record proper SOAP documentation within client's chart. ....1 2 3 4 5
7. Maintain confidentiality of all records.....1 2 3 4 5
8. Make referrals to physicians and health agencies when appropriate.....1 2 3 4 5
9. Maintain professional standards with update training, as needed. ....1 2 3 4 5

Comments or examples:

**E. Supervisory Skills and Duties:**

1. Provides regularly scheduled 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
- 13. Completes performance evaluations at least annually with supervised staff ..... 1 2 3 4 5

\*Comments or examples:

**F. Staff Communication and Team Membership:**

- 1. Share materials and information ..... 1 2 3 4 5
- 2. \*Use appropriate channels for concerns and does not interfere in a situation another staff person is handling ..... 1 2 3 4 5
- 3. \*Support team members and supervisor verbally and by attitude ..... 1 2 3 4 5
- 4. Set aside sufficient time to meet and plan with team members ..... 1 2 3 4 5
- 5. Attends agency administration meetings and provides feedback on nutrition component ..... 1 2 3 4 5

\*Comments or examples:

**G. 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 \_\_\_\_\_

Nutrition Services 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