

**OPERATIONS DIRECTOR-EAST  
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. Program Operation:**

1. Insure that all facilities meet program and licensing requirements ..... 1 2 3 4 5
2. Participate as a team member with administrative staff program development ..... 1 2 3 4 5
3. Assist in securing space for program expansion as it occurs ..... 1 2 3 4 5
4. Assists in the development and implementation of the Area Office Budget and monitor expenditures ..... 1 2 3 4 5
5. Assist the Operations Director (West) in the compiling of the annual Community Assessment ... 1 2 3 4 5

\*Comments or examples:

**C. General Administrative Responsibilities:**

1. Sets up and maintains bid files, contracts, and tax exempt information ..... 1 2 3 4 5
2. Acts as purchasing agent for the agency ..... 1 2 3 4 5
3. Ensures in-kind contributions are documented, approved and submitted to the Bookkeeper monthly ..... 1 2 3 4 5

\*Comments or examples:

**D. Office Duties:**

- 1. Types, reproduces, and distributes written materials promptly ..... 1 2 3 4 5
- 2. Coordinates and completes a program inventory once a year ..... 1 2 3 4 5
- 3. Writing is free of grammatical and spelling errors ..... 1 2 3 4 5
- \* Comments or examples:

**E. 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:
- 4. Patiently answering questions ..... 1 2 3 4 5
- 5. Giving needed direction pleasantly ..... 1 2 3 4 5
- 6. Recognizing accomplishments ..... 1 2 3 4 5
- 7. Evaluating staff often and objectively..... 1 2 3 4 5
- 8. Delegates effectively and appropriately ..... 1 2 3 4 5
- 9. Elicits staff input and acts on it..... 1 2 3 4 5
- 10. \*Assures consistency of procedures and practices among staff..... 1 2 3 4 5
- 11. Acts on staff problems quickly and appropriately..... 1 2 3 4 5
- 12. \*Ensures staff are aware of program policies and procedures ..... 1 2 3 4 5
- 13. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures ..... 1 2 3 4 5
- 14. Assist in the interviewing and hiring process ..... 1 2 3 4 5
- 15. \*Ensures that staff is actively engaging in work..... 1 2 3 4 5
- 16. Promotes leadership skills in others ..... 1 2 3 4 5
- \*Comments or examples:

**F. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Operations Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**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