

**OPERATIONS DIRECTOR-WEST
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 (East) in the compiling of the annual community assessment 1 2 3 4 5
6. Ensures in-kind contributions are documented, approved and submitted to the Bookkeeper monthly 1 2 3 4 5
7. Acts as purchasing agent..... 1 2 3 4 5

*Comments or examples:

C. General Administrative Duties and Responsibilities:

1. Sets up and maintains office files, supply procedures, and forms 1 2 3 4 5
2. Keeps office and supply area orderly 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:
 - 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:

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:

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: _____

Operations Director Signature _____ Date _____

Supervisor's Signature _____ Date _____

UMCHS/RVS 4/15/99 Operations Director - West.doc

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**