

CHILD AND FAMILY ADVOCATE/COMBINATION
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. Home Visits:

1. Home visit activities utilize materials easily found in the home.....1 2 3 4 5
2. *Assists parents in assessing strengths and needs utilizing the Family Partnership Agreement Survey1 2 3 4 5
3. *Develops goals with parents in regards to Family Partnership Agreement and documents follow-up1 2 3 4 5
4. Encourages parents to complete all medical/dental program requirements1 2 3 4 5
5. Encourages parents to maintain required immunizations and complete nutritional assessments1 2 3 4 5
6. Encourages parent to become the "teacher" on home visit.....1 2 3 4 5
7. *Completes required home visits.....1 2 3 4 5
8. Develops with parents individualized plans for each home visit.....1 2 3 4 5

*Comments or examples:

C. Curriculum Activities, Assessment and Planning:

1. *Involves parents in overall curriculum development.....1 2 3 4 5
2. Curriculum and activities are developmentally appropriate and are carried out according to program philosophy, policies and procedures1 2 3 4 5
3. Integrates individual goals into classroom and home visit1 2 3 4 5
4. Evaluates effectiveness of activities1 2 3 4 5
5. Evaluates effectiveness of activities1 2 3 4 5
6. Assesses each child's developmental needs according to program's time lines1 2 3 4 5
7. *Meets with center team and component staff in Comprehensive Staffing to develop goals and related objectives for children and families.....1 2 3 4 5
8. Classroom activities are planned at least one week ahead and Home Visit activities are planned prior to visit1 2 3 4 5
9. Plans field trips appropriately and has permission forms signed.....1 2 3 4 5

*Comments or examples:

D. Safety, Health and Nutrition:

- 1. *Children are constantly supervised.....1 2 3 4 5
- 2. Equipment is in safe condition.....1 2 3 4 5
- 3. *Emergency drills are practiced and done proficiently.....1 2 3 4 5
- 4. Emergency situations are handled quickly, calmly, and effectively.....1 2 3 4 5
- 5. Shares the responsibility of maintaining an orderly and clean classroom1 2 3 4 5
- 6. Educates children during routines about health, safety, nutrition, basic skills, and self control1 2 3 4 5
- 7. Includes children in the planning, selection and preparation of nutritious foods1 2 3 4 5

*Comments or examples:

E. Classroom Environment:

- 1. *Utilizes room arrangement as teaching strategy, includes child accessible materials, child-oriented learning centers that are accessible to children and environment is cheerful but not over stimulating1 2 3 4 5
- 2. Evaluates classroom environment and makes changes to interest areas monthly.....1 2 3 4 5
- 3. An up-to-date daily schedule is posted1 2 3 4 5
- 4. Classroom environment reflects the culture of the individual families.....1 2 3 4 5

*Comments or examples:

F. Guidance:

- 1. Sets a few simple rules reinforced consistently, positively and respectfully.....1 2 3 4 5
- 2. Shows that behavior, not child is unacceptable.....1 2 3 4 5
- 3. Is physically and verbally nurturing & supportive.....1 2 3 4 5
- 4. *Uses a variety of positive guidance techniques such as redirection and logical consequences, choices and directives.....1 2 3 4 5
- 5. Works with the parents to give choices or directives when appropriate1 2 3 4 5
- 6. Assists parents in making expectations clear and how to follow through.....1 2 3 4 5
- 7. Makes all children feel liked and special1 2 3 4 5

*Comments or examples:

G. Social, Self and Creative Concepts:

- 1. Asks many open-ended questions to promote problem solving and models creative thinking.....1 2 3 4 5
- 2. Respects and values all verbal responses.....1 2 3 4 5
- 3. Encourages children to understand and express their feelings.....1 2 3 4 5
- 4. Respects individual cultural differences, and promotes anti-bias.....1 2 3 4 5
- 5. Promotes creative expressions through the arts, language, literacy and dramatic play1 2 3 4 5

*Comments or examples:

H. Parent/Volunteer Involvement Duties:

1. Uses a variety of ways to communicate with parents, knows and respects parent's values and goals for their children, maintains confidentiality with all family matters, and keeps parents informed of future activities, appointments, community events and services.....1 2 3 4 5
2. Assist parents in the planning and coordination of all Center Day activities and developing the training plan for all Parent Center Meetings.....1 2 3 4 5
3. Provides opportunities for volunteers so that they can perform tasks and increase their skills1 2 3 4 5
4. Encourages volunteer participation in all aspects of the program.....1 2 3 4 5

*Comments or examples:

I. 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:

J. 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 _____

Child and Family Advocate 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