

**CENTER BASE CHILD AND FAMILY ADVOCATE**  
**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. Home Visits:**

1. For education home visit activities, utilizes materials easily found in the home .....1 2 3 4 5
2. \*Assists parents in assessing strengths and needs utilizing the Family Partnership Agreement Survey .....1 2 3 4 5
3. \*Develops goals with parents in regards to Family Partnership Agreement and documents follow-up .....1 2 3 4 5
4. Encourages parents to complete all medical/dental program requirements .....1 2 3 4 5
5. Encourages parents to maintain required immunizations and complete nutritional assessments .....1 2 3 4 5
6. For education home visits, 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 procedures .....1 2 3 4 5
3. Integrates individual goals into classroom and home visit .....1 2 3 4 5
4. Evaluates effectiveness of activities.....1 2 3 4 5
5. Assesses each child's developmental needs in a timely and professional manner .....1 2 3 4 5
6. \*Meets with center team and component staff in Comprehensive Staffing to develop and evaluate goals and related objectives for children and families.....1 2 3 4 5
7. Classroom activities are planned at least one week ahead and Home Visit activities are planned prior to visit .....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 classroom .....1 2 3 4 5
- 6. Educates children during routines about health, safety, nutrition, basic skills, and self control and daily hygiene.....1 2 3 4 5
- 7. Includes children in the planning, selection and preparation of nutritious foods .....1 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 stimulating .....1 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 posted .....1 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. Makes all children feel liked and special by being 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 appropriate .....1 2 3 4 5
- 6. Assists parents in making expectations clear and how to follow through.....1 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 play .....1 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 .....1 2 3 4 5
- 2. Keeps parents informed of future activities, appointments, community events and services.....1 2 3 4 5
- 3. 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
- 4. Provides opportunities for volunteers so that they can perform tasks and increase their skills.....1 2 3 4 5

5. Encourages volunteer participation in all aspects of the program.....1 2 3 4 5

\*Comments or examples:

**I. 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:

**J. 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:

**K. 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? \_\_\_\_\_

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What help do you need to accomplish these goals? \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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

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

Child and Family Advocate 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