

**EDUCATION SERVICES MANAGER  
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. Attendance Tracking Duties:**

1. Maintains a notebook for all attendance forms..... 1 2 3 4 5
2. \*Averages all classroom and home visit attendance figures monthly ..... 1 2 3 4 5
3. Assists teaching staff and Family Advocates in follow-up regarding any difficulties with
4. classroom and home visit attendance ..... 1 2 3 4 5

\*Comments or examples:

**C. 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:

**D. 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:

**E. 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 \_\_\_\_\_

Education Manager'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**