

EDUCATION/OPERATIONS 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. Specific Job Duties (operations)

1. Assumes responsibility for monthly team meetings, parent center meetings and representation to Policy Council (in conjunction with team members) 1 2 3 4 5
2. Evaluates and develops Growth and Improvement plan with each staff at least monthly (in conjunction with other component supervisors)..... 1 2 3 4 5
3. Takes responsibility to report to West End Operations Director any site maintenance issues 1 2 3 4 5
4. Ensures site paperwork (time sheets, leave requests, petty cash, etc) are correct and complete before signing 1 2 3 4 5
5. Ensures staff are aware of goals and philosophy of Head Start and agency's vision..... 1 2 3 4 5
6. Develops and maintains positive team work..... 1 2 3 4 5
7. *Ensures a responsible team budget process throughout the year 1 2 3 4 5
8. *Coordinates with other supervisors appropriate coverage for absent employee positions 1 2 3 4 5
9. *Ensures, with Team Members, the cleanliness of the center 1 2 3 4 5
10. Takes responsibility to report to West End Operations Director any site maintenance issues 1 2 3 4 5
11. Insure that all facilities meet program and licensing requirements 1 2 3 4 5
12. Assist in securing space for program expansion as it occurs 1 2 3 4 5
13. Acts as purchasing agent for the agency 1 2 3 4 5
14. Ensures in-kind contributions are documented, approved and submitted to the fiscal office monthly 1 2 3 4 5

*Comments or examples:

C. 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:

D. 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:

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: _____

Supervisor's Signature _____ Date _____

Education Manager=s Signature _____ Date _____

UMCHS/RVS 12/29/98

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