

**GRANT COUNTY CENTER MANAGER  
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. Recruitment and Enrollment Duties:**

1. \*Maintains enrollment levels as prescribed by Head Start/OPP policies and Performance Standards and agency guidelines.....1 2 3 4 5
2. Knows agency eligibility requirements.....1 2 3 4 5
3. Implements the agency recruitment process .....1 2 3 4 5
4. Works with Selection Committee and Administrative staff to develop agency selection criteria.....1 2 3 4 5
5. Makes a recruitment home visit for all completed applications .....1 2 3 4 5
6. Identifies and recruits children with documented disabilities/special needs.....1 2 3 4 5

\*Comments or examples:

**C. Parent Education/Parent Involvement Duties:**

1. \*Encourages parents to be involved in all components and programs of the agency .....1 2 3 4 5
2. Provide training for Center Parents upon request.....1 2 3 4 5
3. Assist in implementing the volunteer training program as requested .....1 2 3 4 5
4. Assist in the development, coordination and implementation of agency-wide parent involvement activities .....1 2 3 4 5
5. Attend and coordinate Parent Center meetings .....1 2 3 4 5
6. \*Ensure that parent center meeting reports are completed according to agency guidelines.....1 2 3 4 5
7. \*Develops and coordinates a regular schedule of parenting, parent education, and parent support opportunities.....1 2 3 4 5
8. Encourage parents to attend parent education programs requested and resolve barriers for attendance .....1 2 3 4 5
9. Provides parenting and parent education training on a regular basis.....1 2 3 4 5

\*Comments or examples:

**D. Social Service and Health Duties:**

- 1. \*Maintain working relationships with community resources.....1 2 3 4 5
- 2. \*Make home visits with each family for the completion of the Family Partnership Agreement and follow upon goals established .....1 2 3 4 5
- 3. \*Assist families in identifying resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources.....1 2 3 4 5
- 4. Refer families to appropriate agencies and follow up on referrals.....1 2 3 4 5
- 5. Participate in comprehensive staffing for enrolled children .....1 2 3 4 5
- 6. Ensure that all medical and dental exams and nutrition assessments and follow-ups and/or referrals are completed.....1 2 3 4 5
- 7. Coordinate vision and hearing screens and follow up.....1 2 3 4 5
- 8. \*Help families to establish an ongoing relationship with health and dental care providers .....1 2 3 4 5
- 9. Encourage parents to complete required immunizations and follow up with agency fluoride program.....1 2 3 4 5

\*Comments or examples:

**E. Education and Center Manager Duties:**

- 1. Coordinate comprehensive staffing twice a year .....1 2 3 4 5
- 2. \*Ongoing observation and evaluation of staff performance in the classroom and on home visits .....1 2 3 4 5
- 3. \*Maintain attendance that meets agency guidelines .....1 2 3 4 5
- 4. Acquire lunch menus from Grant County Child Center and submit to nutritionist .....1 2 3 4 5
- 5. Coordinate the hiring team for center staff.....1 2 3 4 5

\*Comments or examples:

**F. USDA Child and Adult Care Food Program Duties:**

- 1. \*Enroll day care homes in the program.....1 2 3 4 5
- 2. Complete a follow up monitor of newly enrolled homes .....1 2 3 4 5
- 3. Monitor enrolled homes at meal times three times a year .....1 2 3 4 5
- 4. Provide training to enrolled day care homes at least one time a year .....1 2 3 4 5

\*Comments or examples:

**G. 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:

**H. 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:

**I. 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? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Center Managers 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**