

**CHILD CARE RESOURCE AND REFERRAL PARENT PROVIDER CONSULTANT  
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. Parent Provider Consultant Responsibilities:**

1. Provide timely and accurate information/assistance to parents and providers regarding child care issues ..... 1 2 3 4 5
2. \*Utilizes NACCRRAware to provide parents with accurate referral information ..... 1 2 3 4 5
3. \*Provides consumer education to parents regarding choosing quality child care ..... 1 2 3 4 5
4. \*Documents DHS client activity in TRACS ..... 1 2 3 4 5
5. \*Updates provider data in NACCRRAware as it is received ..... 1 2 3 4 5
6. \*Verifies provider status with DHS prior to adding in NACCRRAware ..... 1 2 3 4 5
7. \*Vacancy checks and annual updates for providers are completed regularly and timely ..... 1 2 3 4 5
8. Maintains lending library materials, equipment, and records ..... 1 2 3 4 5
9. Provide technical assistance to providers upon request ..... 1 2 3 4 5
10. \*Conducts training sessions for providers ..... 1 2 3 4 5
11. Develops quarterly newsletter and training page for providers ..... 1 2 3 4 5

\*Comments or examples:

**C. Recordkeeping:**

1. Documents all contacts with clients and providers utilizing phone log or snapshot ..... 1 2 3 4 5
2. Maintains Training Calendar in ORO ..... 1 2 3 4 5
3. Schedules providers for training session utilizing ORO ..... 1 2 3 4 5
4. Verify status for all provider at the completion of training sessions in ORO ..... 1 2 3 4 5
5. Maintains all paperwork and documentation for the FFN program ..... 1 2 3 4 5
6. Maintains Food Handler and RRCAN logs ..... 1 2 3 4 5
7. Submits monthly report to supervisor ..... 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

\_\_\_\_\_  
Parent Provider Consultant'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**