

**HEAD START FAMILY ADVOCATE/PARENT INVOLVEMENT COORDINATOR/TEAM LEADER
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____ Date: _____

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|-----------------|-------------|--------------|----------------|------------------|
| 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. Recruitment and Enrollment Duties:

1. *Knows agency eligibility requirements 1 2 3 4 5
2. Implements the agency recruitment process 1 2 3 4 5
3. Works with Selection Committee and Administrative staff to develop agency selection criteria 1 2 3 4 5
4. Makes a recruitment home visit for all completed applications 1 2 3 4 5
5. Identifies and recruits children with documented disabilities/special needs 1 2 3 4 5

*Comments or examples:

C. Parent Involvement/Youth Involvement

1. Development of collaborative partners in parent/male/youth programs 1 2 3 4 5
2. Included all areas of program in parent and youth involvement planning 1 2 3 4 5
3. Assist in implementing activities across the service area 1 2 3 4 5
4. Assist in the development, coordination and implementation of agency-wide parent/youth involvement activities 1 2 3 4 5
5. Survey families for topics of interest for parent/youth involvement 1 2 3 4 5
6. Encourage participation in parent/youth involvement programs requested and resolve barriers for attendance/participation 1 2 3 4 5
7. Development and use of tracking report of participation in each activity offered 1 2 3 4 5
8. Work with center teams to encourage parents to be involved in all components and programs of the agency. 1 2 3 4 5
9. Develop and promote prevention and family strengthening activities with center staff and partners. 1 2 3 4 5

*Comments or examples:

D. Social Service:

- 1. *Maintain working relationships with community resources..... 1 2 3 4 5
- 2. *Refer families to appropriate resources and follow up on referrals to resolve social service needs when appropriate..... 1 2 3 4 5
- 3. Provide information to staff and parents on social service resources..... 1 2 3 4 5

*Comments or examples:

E. Team Leader Responsibilities:

- 1. *Performance in primary job duties is sufficient..... 1 2 3 4 5
- 2. Assists component directors in providing training to employees as needed..... 1 2 3 4 5
- 3. *Assumes responsibility for monthly team meetings, parent center meetings and representation to Policy Council 1 2 3 4 5
- 4. Evaluates and develops Growth and Improvement plan with each staff at least annually 1 2 3 4 5
- 5. *Takes responsibility to report to Operations Director any site maintenance issues 1 2 3 4 5
- 6. *Ensures site paperwork (time sheets, leave requests, petty cash etc.) are correct and complete before signing..... 1 2 3 4 5
- 7. Ensures staff are aware of goals and philosophy of Head Start and agency=s vision 1 2 3 4 5
- 8. Develops and maintains positive teamwork..... 1 2 3 4 5
- 9. *Ensures a responsible team budget process throughout the year 1 2 3 4 5
- 10. *Coordinates with other supervisors appropriate coverage for absent employee positions 1 2 3 4 5
- 11. *Ensures with Team Members the cleanliness of the center 1 2 3 4 5
- 12. Ensures parents feel welcome in center 1 2 3 4 5

*Comments or examples:

F. 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:

G. 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:

H. 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 _____

HS Family Advocate'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**