

**HEAD START EMPLOYEE
PERFORMANCE APPRAISAL
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DATE: _____

<input type="checkbox"/> PROGRESS REVIEW <input type="checkbox"/> PERFORMANCE REVIEW

Agency: **Seq.Valley Head Start**

Position: Education Assistant

Employee: _____

Job Ref.# or Title: _____

Center: _____ Does job description need revising? _____

RANKED JOB ELEMENTS	PERFORMANCE NOTES ON SPECIFIC DUTIES	RECOMMENDED IMPROVEMENTS	REVIEW RATING
	Indicate any training completed or improvements documented.	Indicate goals, objectives, and activities to be pursued.	Use scale of 1-5
<p>1. Under the supervision of the Education Coordinator, the Assistant checks compliance issues in Ed. Component, which includes observations at the various sites and comparison of practice to written procedure.</p>			
<p>2. General assisting roles, including helping exercise control over personnel and training records and reporting and communication processes is also included. May be expected to replace staff who are absent due to extended leave status.</p>			
<p>3. Knowledgeable about child growth and developmental needs of children, the ability to communicate with children in office, adults, experience in record management including computer and office skills.</p>			

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4. In addition to the duties notes under Lead Tchr, to be completed as needed in center locations, the Assistant will specifically help control the record keeping and reporting process from center to office. Reviews of needed supplies and monitoring on-site is expected.			
5. Attends meetings and completes required training.			
6. Demonstrates work habits which comply with agency personnel policies and procedures, and completes special assignments from immediate supervisor or Head Start Director.			

NUMERIC RATING CODES

- 1 Unsatisfactory (does not meet requirements)
- 2 Needs Improvement (marginal)
- 3 Satisfactory (meets requirements)
- 4 Excellent (exceeds requirements)
- 5 Outstanding (exceeds requirements to the highest level)

