

**HEAD START EMPLOYEE  
PERFORMANCE APPRAISAL  
PAGE 1 OF 3**

DATE: \_\_\_\_\_

<input type="checkbox"/> <b>PROGRESS REVIEW</b> <input type="checkbox"/> <b>PERFORMANCE REVIEW</b>
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Agency: **Seq.Valley Head Start**

Position: **Family Partnership 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. Identifies &amp; enrolls children and families eligible for H.S. program, and surveys community needs. Notifies appropriate community agencies of H.S. services &amp; establishes a method for recruitment &amp; referral. Updates &amp; distributes H.S. resource directory to eligible families and community agencies.</p> <p>2. Makes home visits, provides social services (including medical &amp; dental treatment) to families assigned, and monitors children's attendance. Assists in setting objectives for families to acquire needed services or support. Makes appropriate referrals &amp; provides f/u to assure families receive service. Identifies crises situations (child abuse, etc) &amp; refers or reports as required. Seeks assistance /advice on helping families.</p> <p>3. Maintains records and submits required reports. Documents services to families or follow up to receive services. Maintains complete confidentiality of assigned records.</p>			

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	Indicate any training completed or improvements documented.	Indicate goals, objectives, and activities to be pursued.	Use scale of 1-5
4. Attends meetings and completes required training. Provides necessary up-to-date information on H.S. clients or community service.			
5. Assists with arrangements for parent mtgs, and the H.S. Policy Council, & maintains positive communication with parents and community agencies regarding program activities and objectives.			
6. Demonstrates work habits which comply with agency personnel policies and procedures, and completes special assignments from immediate supervisor or H.S. Director. Maintains confidentiality of client information & H.S. program operations. Accepts constructive criticism from supervisor. Completes all reasonable job assignments in a positive manner.			

**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)

