

## Sequatchie Valley Head Start Family Partnership Assistant Performance Evaluation

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Check one: \_\_\_ Annual Review  
 \_\_\_ Progress Review

Center: \_\_\_\_\_

Instructions: Please complete in pencil. Each section should have goals listed. If the employee being evaluated receives an unsatisfactory review or needs improvement rating, please list a goal for that item. If an employee is rated "exceeds basic job requirements," please provide documentation of the behavior qualifying the employee for this rating under comments, at the end of the section.

<b>Section A:</b>	<u>Recruitment and Enrollment</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1. Advertises by posting flyers and posters throughout community.	_____	_____	_____	_____	_____
2. Conducts door to door recruitment	_____	_____	_____	_____	_____
3. Notifies public sector community agencies of Head Start services and establishes a method for cooperation in recruitment and referral of eligible families.	_____	_____	_____	_____	_____
4. Maintains full enrollment of center throughout the entire year.	_____	_____	_____	_____	_____
5. Forwards enrollment applications to office in a timely manner.	_____	_____	_____	_____	_____
6. Contacts families whose children have been accepted into program and forwards information to office in a timely manner. Enrollment of child is timely,	_____	_____	_____	_____	_____
7. Enrollment information (packets) are complete when turned into the office. (No information is missing from packets).	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

Section A	<u>Recruitment and Enrollment</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
8. Enrollment applications are completed accurately No information is missing, all household income is is verified.	_____	_____	_____	_____	
9. Information on late enrollees is forwarded to office in a timely manner. (Fax form is used and record is at office on time).	_____	_____	_____	_____	
10. Notifies office when child is dropping. Communicates with FCPM about replacing dropped child.	_____	_____	_____	_____	
11. Notifies office when child transfers in or out of center. Change of statues is sent to office. Marked on attendance roll. Record is forwarded to other center timely.	_____	_____	_____	_____	
12. Documents outreach and recruitment strategies (on monthly reports, staff meeting documentation (form). Reports efforts to FCPM.	_____	_____	_____	_____	

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

<b>Section B</b>	<u>Attendance</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1.	Assures attendance rolls are faxed to office weekly.	_____	_____	_____	_____
2.	Individual attendance records are maintained.	_____	_____	_____	_____
3.	Contacts are made with families when child has 4 unexcused absences. Documented on form.	_____	_____	_____	_____
4.	Communicates with teaching staff when children are absent. Works with families as needed to ensure regular attendance, explores causes with families if attendance is not regular. (Makes home visits , calls families etc..)	_____	_____	_____	_____
5.	Attendance is marked accurately on roll.	_____	_____	_____	_____
6.	Tracking is completed when there is a problem attendance.	_____	_____	_____	_____
7.	Communicates with FCPM when there is a problem attendance.	_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

Section C	<u>Social Services</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1. Coordinates arrangements to conduct initial visits made to families to complete enrollment forms, distributes information related to community resources, and explains H.S. operation policies ( Parent Handbook is explained to parents).		_____	_____	_____	_____
2. Completes Family Partnership Agreements in a timely manner.		_____	_____	_____	_____
3. Assists in setting objectives (goals) with families to acquire needed services or support while promoting family self-sufficiency and empowerment		_____	_____	_____	_____
4. Investigates possible appropriate referrals and provides follow up to assure families receive services as needed from other agencies.		_____	_____	_____	_____
5. Assists families in meeting appointment and completing established objectives for services. (Let family use phone to make appointment etc.)		_____	_____	_____	_____
6. Assists families with transportation to obtain services when families can not provide their own means of transportation. (Providing transportation only when other sources have been exhausted),		_____	_____	_____	_____
7. Reports progress or lack of progress of families in attaining services (health, dental, other) and self sufficiency to the FCPM/ Health Services Manager (through tracking, phone calls etc..). Seek assistance/advise on assisting helping families as needed.		_____	_____	_____	_____
8. Consults documents FCPM when patterns of neglect are seen with child.		_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

<b>Section C</b>	<u>Social Services</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
9. Identifies family crises situations (child abuse, etc.) Child abuse procedure carefully followed and parent contact well documented.		_____	_____	_____	_____
10. Tracking sent to office is sent quickly and well documents the situation. (Child comments are put in quotation marks, no comments are put in quotation marks)		_____	_____	_____	_____
11. Cooperates fully with Department of Children Services when an investigation is required on a child. (Calls DCS counselor) when child is not attending or other information is needed by a counselor).		_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

Section D	<u>Record Keeping</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1. Completes family services tracking on a regular basis.		_____	_____	_____	_____
2. Monitors the progress of each family toward established objectives and reports on a regular basis. Indicates correct family status in documentation.		_____	_____	_____	_____
3. Tracking is thorough and understandable.		_____	_____	_____	_____
4. Accurate mileage and expenses reports are maintained and submitted on a timely basis.		_____	_____	_____	_____
5. Completes inkind on a timely and consistent basis. Amount of inkind collected is enough for center.		_____	_____	_____	_____
6. Assist Lead teacher with monthly report. Report done accurately.		_____	_____	_____	_____
7. Maintains complete confidentiality of reports and assigned records as per agency procedure; informs parents of confidentiality procedure.		_____	_____	_____	_____
8. Uses appropriate language in all written reports regarding the status of families and children; neither discrimination nor subjectivity is found in any reports.		_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

<b>Section E</b>	<u>Required Meetings and Training</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1.	Attends and participates in staff meetings and training to discuss policies and procedures related to Head Start services.	_____	_____	_____	_____
2.	Provides necessary up to date information on Head Start families, children and community services to other staff members.	_____	_____	_____	_____
3.	Completes training as requested or recommended to improve job performance and services to children and families.	_____	_____	_____	_____
4.	Notifies FCPM of assistance or training needed to complete job functions.	_____	_____	_____	_____
5.	Assists in Head Start self assessment. Completing specific task assigned by the Director/ FCPM.	_____	_____	_____	_____
6.	Attends all required trainings (Inservices and FPA meetings).	_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

Section F	<u>Parent Meetings/ Policy Council</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1. Plans and implements monthly parent training/ meetings. Provides food and topic handout for attendees. Speaker is planned for meetings	_____	_____	_____	_____	
2. Minutes/ sign in sheets are turned in with monthly reports. Meeting notices are approved by FCPM.	_____	_____	_____	_____	
3. Provides transportation as needed. Contacts parents to attend meetings, Policy Council.	_____	_____	_____	_____	
4. Helps parents achieve full participation in meetings throughout program year. Posts P.C. minutes at center. Reviews minutes at meetings. Has meetings at convenient times for parents.	_____	_____	_____	_____	
5. Assists parents and community volunteers in their assignments. (Direct them where to go, what to do).	_____	_____	_____	_____	
6. Assist supervisor and transportation specialist with determining bus routes. If CDL driver, perform bus duties.	_____	_____	_____	_____	

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

Section G	<u>Work Habits</u>	Unsatisfactory	Needs Improvement	Meets Basic Job Requirement	Exceeds Basic Job Requirement
1.	Understands and implements Agency policies and procedures.	_____	_____	_____	_____
2.	Assumes responsibility for routine assignments and requirements.	_____	_____	_____	_____
3.	Completes special assignments as required by supervisor or Head Start Director.	_____	_____	_____	_____
4.	Conducts job with professionalism.	_____	_____	_____	_____
5.	Has regular attendance	_____	_____	_____	_____
6.	Has positive attitude:				
	toward: parents	_____	_____	_____	_____
	children	_____	_____	_____	_____
	other Ctr. Staff	_____	_____	_____	_____
	management staff	_____	_____	_____	_____
	volunteers	_____	_____	_____	_____
7.	Responds positively when provided with constructive feedback by improving job performance.	_____	_____	_____	_____
8.	Facilitates teamwork with other staff members and volunteers. Ex. Helps in classroom when needed. Rides bus when needed. Assist with cleaning Ctr.	_____	_____	_____	_____
9.	Reports back to supervisor in a timely manner.	_____	_____	_____	_____
10.	Models appropriate on the job behavior and demeanor at all times. -no inappropriate socialization -personal phone calls are limited -dress is appropriate	_____	_____	_____	_____

Comments: \_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

## Family Partnership Assistant Scoring Page

**Step one**

	<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Section D</b>	<b>Section E</b>
# of "unsatisfactory"	_____ x 0 = <u>0</u>	_____ x 0 = <u>0</u>	_____ x 0 = <u>0</u>	_____ x 0 = <u>0</u>	_____ x 0 = <u>0</u>
# of "needs improvement"	_____ x 3 = _____	_____ x 1 = _____	_____ x 2 = _____	_____ x 1 = _____	_____ x 1 = _____
# of "meets basic job requirement"	_____ x 6 = _____	_____ x 2 = _____	_____ x 4 = _____	_____ x 2 = _____	_____ x 2 = _____
# of "exceeds basic requirement"	_____ x 9 = _____	_____ x 3 = _____	_____ x 6 = _____	_____ x 3 = _____	_____ x 3 = _____
Total of each section	_____	_____	_____	_____	_____

	<b>Section F</b>	<b>Section G</b>
# of "unsatisfactory"	_____ x 0 = <u>0</u>	_____ x 0 = <u>0</u>
# of "needs improvement"	_____ x 1 = _____	_____ x 1 = _____
# of "meets basic job requirement"	_____ x 2 = _____	_____ x 2 = _____
# of "exceeds basic requirement"	_____ x 3 = _____	_____ x 3 = _____
Total of each section	_____	_____

**Step two**

Take the total of each section (from above) and divide by the number of items in each section to get the average for each section.

- Section A total \_\_\_\_\_ divided by 12 \_\_\_\_\_
- Section B total \_\_\_\_\_ divided by 7 \_\_\_\_\_
- Section C total \_\_\_\_\_ divided by 11 \_\_\_\_\_
- Section D total \_\_\_\_\_ divided by 8 \_\_\_\_\_
- Section E total \_\_\_\_\_ divided by 6 \_\_\_\_\_
- Section F total \_\_\_\_\_ divided by 6 \_\_\_\_\_
- Section G total \_\_\_\_\_ divided by 14 \_\_\_\_\_

Total  Divided by 7= \_\_\_\_\_ (overall average)

### Overall Averages

Average 1.9 or less = Poor
Average 2.0 - 2.4 = Needs improvement
Average 2.5 - 3.0 = Satisfactory
Average more than 3.1 = Excellent

Overall average score in poor or excellent range requires approval by Head Start Director

\_\_\_\_\_  
Head Start Director

I have reviewed and discussed the performance notes and recommended improvements for this appraisal and received a copy for use in follow-up planning and performance reviews. Employee's signature does not necessarily indicate agreement with the appraisal, but signifies awareness of content.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date