



Job Description / Performance Assessment

Job Title: Child Outcomes Specialist				Employee Number:		Date Review Due:	
Department Name: Education				Employee Name:			
Program Name: Head Start		Program Code: 301400		TYPE OF ASSESSMENT			
Date Originated: May 2015		Date Revised: June 2017		<input type="checkbox"/>	2 Month		<input type="checkbox"/>
<input type="checkbox"/> Exempt		<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/>	5 Month		<input type="checkbox"/> Annual- (not to exceed 18 months)
Grade Level: 12							

JOB SUMMARY

Reporting to the Director of Education, the Child Outcomes Specialist is responsible for inputting children's information such as home visits and parent conferences, required screenings and other education information into the database management system. Tracking, monitoring, communicating with and training teaching staff in the use of the child assessment tool is an essential component. Entering, monitoring, and compiling reports are among the major responsibilities of this position.

JOB REQUIREMENTS

Education: Must have a BA or BS degree or higher in Early Childhood Education or a related field with classes equivalent to a minor in Early Childhood Education. Applicants must have a minimum of two years of experience in office work.

Experience / Credentials: Applicants must have a minimum of two years of experience in office work.

Required Licenses, Certifications and/or Registrations: Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance.

Specialized Knowledge and Skills: Applicants must meet all Department of Children and Families requirements for employment and must be able to successfully complete the forty-hour (40) child care class.

JOB RELATIONS

Supervised by: Education Director

Supervises (Job titles): None

Interrelations/Contacts:
Works closely with Education Managers, teachers, teacher assistants, parents, children, and classroom volunteers. Maintains a professional relationship with the Education Director and members of the health and Social Services staff for the purpose of enhancing professional alliances and promoting community wide Agency mission and services.

WORKING CONDITIONS

Pre-school Classroom / Office environment. May be required to travel to different locations

HOURS OF WORK

Normally 8 hours per day, five days a week. Overtime may be required to meet Agency needs and deadlines.

PHYSICAL DEMANDS FOR THIS POSITION

Key:
NP = Not Present
O = Occasional (1%-33% of the time)
F = Frequently (34%-66% of the time)
C = Constant (67%-100% of the time)

	Factors	NP	O	F	C	Comments
1.	Standing			X		
2.	Walking			X		
3.	Sitting			X		Ergonomic chairs utilized and available
4.	Reclining	X				
5.	Lifting-floor to table		X			
6.	Lifting-table to shoulder			X		
7.	Lifting-above shoulder		X			Task may be re-assigned
8.	Lifting-by weight (lbs)		10-40 #'s	#10#'s		Equipment storage containers
9.	Carrying		10-40#'s	#10#'s		Cart may be used for heavier tasks
10.	Pushing		10-100#'s			Task may be re-assigned
11.	Pulling		10-100#'s			Task may be re-assigned
12.	Climbing		X		(X-1)	(X-1) = If assigned to Gibson Center
13.	Balancing	X				
14.	Stooping/Bending			X		
15.	Kneeling			X		
16.	Crouching			X		
17.	Crawling			X		
18.	Reaching			X		At and above shoulder height
19.	Handling				X	
20.	Finger Dexterity / Keyboarding				X	
21.	Feeling		X			
22.	Talking			X		
23.	Hearing			X		
24.	Tasting/Smelling	X				
25.	Vision			X		
26.	Depth Perception			X		
27.	Field of Vision			X		

ESSENTIAL COMPETENCIES OF PERFORMANCE FOR THIS POSITION

In non-emergent temporary situations, an employee may be requested to perform additional tasks or fulfill other responsibilities that are not included in this job description but are appropriate to this employee's level of skills and experience. In emergency situations, such as internal or external disaster, assignments may vary according to safety policies and the Disaster Plan.

Unsatisfactory (0): employee demonstrates a level of performance that is inconsistent and unreliable for the majority of the time period of evaluation. Employee does not demonstrate the appropriate level of competency for the amount of time in his/her role.

Progressing (1): Employee demonstrates a level of performance that is improving and moving towards a more advanced stage of knowledge for the majority of the time period of evaluation. Employee exhibits a suitable level of competency for the amount of time in his/her role, but still has opportunity to master this job function. Typically, the Employee is in the learning/development stages of achieving competent performance.

Meets (3): Employee demonstrates a level of performance that represents consistent proficiency for the entire time period of evaluation. Employee exhibits the appropriate level of competency for the amount of time in his/her role, and often excels in performing this job function.

Exceeds (5): Employee demonstrates a level of performance that represents consistent mastery of skills for the entire time period of evaluation. Employee exhibits advanced knowledge and excels in all aspects of performing this job function for the amount of time in his/her role, acting as informal mentor and role model for other employees. Goes above and beyond job requirements, anticipating and reacting to non-routine challenges and opportunities.

Competencies	RATINGS				COMMENTS (Note: A comment is required if employee receives an unsatisfactory rating.)
	0	1	3	5	
Developing Others: Provides staff with feedback, coaching, guidance, and support.					
Communication: Communicates for influence to attain buy-in and support of goals.					
Decision Making: Integrates multiple thinking processes to make decisions.					
Quality Results: Assigns clear accountability and ensures continuous improvement.					
Project Management: Develops plans and manages best practices through engagement of team.					
Team Leadership: provides an ethical and collaborative approach to teamwork leading to positive outcomes for families. Inspires other team members through practical compassion, positive leadership, and vision. Embraces and leads change.					
Industry Knowledge: stays abreast and practices current case management and social work techniques.					
Self-Development: Pursues self-development that enhances job performance					
Values: Accepts and demonstrates CAPC's vision and mission					

PERFORMANCE STANDARDS: PRACTICING EXCELLENCE IN SERVICE

The following Performance Standards define specific behavioral expectations for each and every Employee of the Community Action Program.

	(Check ONE for each category) Note: An Explanation must be included if checked "No"			Comments
Customer Service	YES		NO	
Organizational Support	YES		NO	
Prioritize Safety	YES		NO	
Personalize Accountability	YES		NO	
Promote Teamwork	YES		NO	

ANNUAL AND ON-GOING COMPLIANCE

	(Check ONE for each category) Note: An Explanation must be included if checked "No"			Comments
TIME AND ATTENDANCE STANDARDS				
Is the Employee in compliance with the time & attendance standards?	YES		NO	
CORRECTIVE ACTION & DISCIPLINARY ACTION PLAN				
Was Employee placed on a Disciplinary Status in the last 12 months?	YES		NO	
EMPLOYEE HEALTH CLEARANCE				
Has Employee complied with their Health Clearance?	YES		NO	
BUSINESS CONDUCT STANDARDS				
Does Employee comply Standards of Conduct regarding: Confidentiality, Legal Compliance, Business Ethics, Conflicts of Interest, Business Relationships, and Protection of Agency Assets?	YES		NO	
REQUIRED EDUCATION / CREDENTIALS				
Has Employee completed all of his/her required education, as identified and maintains current credentials?	YES		NO	
CAREER DEVELOPMENT				
Is Employee interested in developing or updating his/her Career Development plan? If yes, process should be initiated by leader.	YES		NO	
SUPPORTS AGENCY RECRUITMENT GOALS				
Participated in at least 2 outside recruitment events	YES		NO	
SAFETY COMPETENCIES				
Does Employee comply with CAPC safety policy?	YES		NO	

ANNUAL GOALS (attach additional pages if necessary)

How did Employee contribute to meeting departmental and organizational goals?

COMMENTS (attach additional pages if necessary)

EMPLOYEE'S OVERALL PERFORMANCE FOR THE INDICATED ASSESSMENT PERIOD

(Check One)

SATISFACTORY (For the majority of this assessment period, Employee displayed a level of performance that was either progressing, meeting or exceeding, or a combination of all three, for most or all of his/her job responsibilities)

UNSATISFACTORY (For the majority of this assessment period, Employee displayed a level of performance that was unsatisfactory for one or more critical job responsibilities or rated as a low performer. (Employee must be placed on a Corrective Action & disciplinary Action Plan, Contact HR)

Employee Signature: _____

Date _____

Evaluator Signature: _____

Date _____