

***Miami Cerebral Palsy Residential Services, Inc.***  
***Job Description & Employee Performance Evaluation***

Name: \_\_\_\_\_ Original Date of Hire: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_

Title: **Staff Development Director** Annual Anniversary Date: \_\_\_\_\_ Classification: **Salaried-Exempt/Professional**

**Purposes of this Performance Evaluation:**

To take a personal inventory to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. On an annual basis, these Evaluations will provide a history of development and progress.

**Instructions:**

1. Using the first box, the **employee** will use this form for self-evaluation (you will be describing yourself). Please use a “√” on each rating scale over the descriptive phrase which most nearly describes yourself. You may “√” more than one rating scale if appropriate to show range in description of yourself.
2. Using the second box, **Supervisors** will place an “X” on each rating scale, over the descriptive phrase which most nearly describes the person being rated.
3. Carefully evaluate each of the qualities separately and use “Comments” as a means of clarification.
4. Two common mistakes for supervisors in rating are: (1) A tendency to rate nearly everyone as “average” on every trait instead of being more analytical in judgment. The rater should use the ends of the scale as well as the middle, and (2) the “Halo Effect”, i.e., a tendency to rate the same individual “excellent” on every trait or “poor” on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points, and these should be indicated on the rating scale.
5. Options: Supervisor and employee may complete evaluation together or separately and then compare ratings.

**I. Overall Evaluation of Interpersonal Skills and Abilities:**

Listed below are a number of Interpersonal Skills and Abilities that MCPRS feels are important for success:

- A. Interpersonal Skills** is the polite attention, positive manner and compassion shown towards **individuals we serve, families, other employees** and the people you may supervise.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Discourteous and/or impolite.	Occasionally appears impolite or lacking interpersonal skills.	Generally courteous and polite.	Frequently demonstrates positive interactions.	Always courteous & enthusiastic; excellent at establishing rapport in a positive & appropriate manner.

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

- B. Personality** is how an individual acts and his/her personal suitability for the job.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Personality traits are unsatisfactory for this job.	Personality traits are questionable for this job.	Personality traits are satisfactory for this job.	Very desirable personality for this job.	Outstanding personality for this job.

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

- C. **Personal Appearance** is the impression an individuals appearance makes on others (i.e.: cleanliness, grooming, neatness and appropriateness of dress on the job.

<input type="checkbox"/> <input type="checkbox"/> Very untidy; poor taste in dress.	<input type="checkbox"/> <input type="checkbox"/> Sometimes untidy, careless about personal appearance or wears inappropriate clothes.	<input type="checkbox"/> <input type="checkbox"/> Generally neat and clean; satisfactory personal appearance.	<input type="checkbox"/> Careful about personal appearance; is appropriate role model.	<input type="checkbox"/> <input type="checkbox"/> Extremely well groomed; is an excellent role model.
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Comments: \_\_\_\_\_

- D. **Composure** is the ability to tolerate pressure and to remain calm in crisis situations.

<input type="checkbox"/> <input type="checkbox"/> Cannot tolerate pressure; becomes very nervous.	<input type="checkbox"/> <input type="checkbox"/> Occasionally “blows up” under pressure; is easily irritated.	<input type="checkbox"/> <input type="checkbox"/> Has average tolerance for crisis; usually remains calm.	<input type="checkbox"/> <input type="checkbox"/> Tolerates most pressure; very good tolerance in crisis situations.	<input type="checkbox"/> Handles pressure effectively; enjoys solving crisis.
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Comments: \_\_\_\_\_

- E. **Accuracy** is the correctness of work duties performed.

<input type="checkbox"/> <input type="checkbox"/> Makes frequent errors.	<input type="checkbox"/> <input type="checkbox"/> Careless; makes recurrent errors.	<input type="checkbox"/> <input type="checkbox"/> Usually accurate; makes only average number of mistakes.	<input type="checkbox"/> <input type="checkbox"/> Requires little supervision; is exact and precise most of the time.	<input type="checkbox"/> Requires absolute minimum of supervision; is almost always accurate.
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Comments: \_\_\_\_\_

- F. **Dependability** is the ability to do required jobs well, with minimum supervision and/or follow up.

<input type="checkbox"/> <input type="checkbox"/> Requires close supervision; is unreliable.	<input type="checkbox"/> <input type="checkbox"/> Sometimes requires close supervision; completes with reasonable promptness.	<input type="checkbox"/> <input type="checkbox"/> Usually takes care of necessary tasks and is reliable.	<input type="checkbox"/> <input type="checkbox"/> Requires little or no supervision; generally is always reliable.	<input type="checkbox"/> Requires absolute minimum supervision.
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Comments: \_\_\_\_\_

**G. Adaptability** is the ability to understand instructions, to meet changing conditions and to solve new problem situations.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Requires repeated instruction, directions and explanation.	Requires more than average instructions and explanations.	Grasps instructions with average ability.	Usually quick to understand and learn.	Exceptionally keen, alert and creative.

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

**H. Neatness/Safety** is the orderliness and cleanliness in which an individual keeps his/her work area and follows safe work practices.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Disorderly or untidy; creates hazards.	Some tendency to be careless, untidy and/or unsafe.	Ordinarily keeps work area fairly neat and safe.	Quite conscientious about neatness, safety and cleanliness.	Extremely neat, clean, orderly and insures safety for self and others.

Comments: Training Room and closet

**I. Creativity** is the ability to have new ideas or finding new and better ways of doing things and being imaginative.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rarely has a new idea.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.

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

**J. Initiative/Motivation** is your personal commitment to go above and beyond your job duties.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Shows minimal interest or efforts towards job improvement.	Occasionally exhibits interest and efforts towards job improvement.	Generally attempts to improve performance.	Frequently performs above expectations.	Extremely dedicated to perform above expectations consistently.

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

**K. Job Knowledge** is information about work duties that an individual should know to meet job demands.

☐☐

Poorly informed about work duties.

☐☐

Lacks knowledge of some phases of work.

☐☐

Moderately informed; can answer most common questions.

☐

Understands all phases of job.

☐☐

Has complete mastery of all phases of job.

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

**L. Listening** is the ability to tune in on what a speaker is saying.

☐☐

Frequently interrupts speakers, dominating the conversation.

☐☐

Occasionally talks excessively, allowing others minimal input.

☐☐

Usually gives the speaker time to express ideas.

☐

Encourages the speaker with eye contact and an attentive attitude; very patient.

☐☐

Outstanding skills in developing rapport, obtaining information, suspending judgment and realizing valuable ideas.

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

**M. Communication** is the ability to give and receive information accurately.

☐☐

Frequently secretive and evasive; does not initiate positive communication.

☐☐

Frequent misunderstandings, resulting in communication breakdowns.

☐☐

Gives and receives information satisfactorily.

☐☐

Readily exchanges ideas and information; promotes accurate info transmission most of the time.

☐

Effectively expresses and receives ideas promoting acceptance and action; consistently communicates ideas in a pro-active manner.

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

**N. Team Building** is the willingness to work with others, to make group decisions, to promote cooperation and group togetherness.

☐☐

Often acts alone;  
does not encourage  
team process/ideals.

☐☐

Occasionally acts in  
a territorial manner  
preventing group  
cohesiveness.

☐☐

Generally promotes  
group processes by  
seeking out all  
appropriate team.

☐☐

Willing and able to  
work with others to  
promote positive  
organizational  
growth.

☐

Continuously  
supports and assists  
in team  
process/ideas.

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

**O. Judgment** is the ability to make safe, sound and thought out decisions in a responsible manner.

☐☐

Makes harsh or rash  
judgments of people  
or situations.

☐☐

Attempts to analyze  
situations and makes  
fair judgment.

☐☐

Generally patient  
and fair in making  
decisions.

☐☐

Strives hard to be  
fair, flexible and  
understanding in  
decision making.

☐

Issues  
judgments/decisions  
by analyzing  
situations fairly,  
thoroughly and  
responsibly.

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

**P. Time Management** is the ability to use available work time effectively, in order to complete tasks/assignments on schedule.

☐☐

Consistently does  
not complete work  
on time.

☐☐

Inconsistently  
completed work on  
time.

☐☐

Generally completes  
work in an efficient  
and timely manner.

☐☐

Effectively  
prioritizes and  
completes work in a  
timely basis.

☐

Outstanding time  
management.

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

Adapted from Form 102, VW Eimicke Association, Inc.

***Miami Cerebral Palsy Residential Services, Inc.***  
*Job Description & Employee Performance Evaluation*

Name: \_\_\_\_\_ Original Date of Hire: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_

Title: **Staff Development Director** Annual Anniversary Date: \_\_\_\_\_ Classification: **Salaried-Exempt/Professional**

Goals Next Year	SUPERVISOR'S DUTIES AND RESPONSIBILITIES	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
	1. Acts as a role model (what and how you do things).								
	2. Respectful of others by not abusing power or authority.								
	3. Maintains strict confidentiality and encourages others to do so.								
	4. Impacts and develops change in a positive manner.								
	5. Delegates and monitors tasks and responsibilities in a reasonable manner.								
	6. Implements policies, procedures, rules and regulations in a fair and consistent manner but recognizes the uniqueness of situations.								
	7. Plans and sets goals for self and others.								
	8. Utilizes motivational techniques.								
	9. Monitors quality of service of the departments responsible for supervising.								
	10. Creates and develops opportunities for success and recognizes the success.								
	11. Written communication is clear, well written and logical.								
	12. Keeps people informed using various effective means of communication.								
	13. Plans and leads effective meetings.								
	13. Plans and leads effective meetings.								
	14. Uses effective problem-solving techniques.								
	15. Addresses personnel related problems calmly and not by taking things personally.								
	16. Utilizes progressive disciplinary action.								
	17. Maintains effective supervisor's performance log/and or materials.								
	18. Supervises and directs all department employees.								
	19. Hires, fires and takes disciplinary action of department employees as needs dictate.								
	20. Ensures staff are assigned duties commensurate with their experience, training and knowledge.								
	21. Performance evaluations are completed utilizing performance logs, merit and counseling statements, comparison to previous evaluations soliciting input from peers and individuals served.								
	22. Initiates and implements activities to retain staff and achieve designated retention goals.								

Overall Leadership Evaluation: The ability to influence, instruct, train, supervise and motivate staff to make decisions and orchestrate in order to achieve goals and objectives.

Definitely unsatisfactory.      Making Progress.      Doing an average job.      Above average.      Excellent.      Outstanding.

## II. Specific Duties & Responsibilities

Job Title: STAFF DEVELOPMENT DIRECTOR

Supervisor: ASSOCIATE DIRECTOR/ HUMAN RESOURCES DIRECTOR

Dept./Div.: DEPARTMENT 711 / STAFF DEVELOPMENT

Classification: Salaried-Exempt/Professional

**\*\*Key:** A = Always O = Often  
S = Sometimes R = Rarely  
NB = No Basis for Comment  
(See page 13 for definitions)

Goals Next Year	Specific Duties & Responsibilities	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
	<b>1. STAFF DEVELOPMENT:</b>								
	a. Administrator of Therap and CDS online systems. Overall main function: Administers, design, develops, keep current and ensures compliance with implementation and tracking of all agency required personnel training.								
	b. Oversees current training data management records and systems that track and verify training compliance. Report non-compliance to facility administrator and track until in compliance.								
	c. Oversees Training notice and attendance.								
	d. Oversees the completion of on the job training, within (ie. 45 days for DSPs/Nursing) required time frames, to ensure staff are able to demonstrate the skills necessary to performed assigned duties on the job. Incorporates On-Tracking for better monitoring and timely follow-up with facilities.								
	e. Identify, create and develop modules, and implement needed training topics. Identify needs in conjunction with administrators and other applicable staff via own observation and through staff surveys and evaluation forms.								
	f. Ensure all training is competency based through post tests or competency checklists.								
	g. Develops yearly and monthly training calendars to include training from Director of Nursing, Dental Services, Pharmacy Services, Respiratory Services, Dietary Services, Speech Therapy, Physical Therapy, Social Services, Environmental Services, Residential Services, QMRP Services, and other discipline areas, as needs dictate.								
	h. Develop training materials.								

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Goals Next Year	Specific Duties & Responsibilities	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
	i. Coordinates evaluation, reviews and follows up on evaluation of all training sessions.								
	j. Maintain updated training modules and reviews with feedback from presenters, and administrators, as applicable.								
	k. Completes revisions to On-the-Job-Training and Road Map, as required.								
	l. Maintain roster of new employees to ensure attendance and completion of mandatory training with 45 days of employment. Oversees this with TMs. Ensures training certificates are completed and in files. Follows-up with non-compliance.								
	m. Schedules new hires for training in conjunction with Human Resources Department.								
	n. Notifies facility supervisors to reschedule delinquent or non-attending employees to mandatory training sessions as needed. Communicates non-compliance								
	o. Develop and maintains the training department, so as to serve as a resource for community based training programs in CPR, AIDS training, and other training, as financial resources dictate. Continues to promote community networking and hosting various members at our trainings and/or hosting other trainings.								
	p. Coordinates people who attend training from the community including scheduling and payment.								
	q. Sets up and coordinates arrangement for outside speakers/presenters.								
	r. Develop and maintain a functional and up-to-date resource material/library. Encourages staff to use materials and by informing them of availability at Pre-Service orientation.								
	s. Maintains and publishes a listing of available materials, as materials are added or outdated materials deleted.								
	t. Maintains training equipment in working order and in keeping the training materials current and upgraded.								



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Goals Next Year	Specific Duties & Responsibilities	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
	u. Keeps administrators and department heads abreast of pertinent outside seminars and conferences.								
	v. Maintains status and meets Florida Board of Nursing regulations relative to nurse's continuing education contact hours and approval for in house training and modules.								
	w. Coordinates the Master Plan Point Program for certification of licensed personnel. Works closely with the Florida Diagnostic Resource Systems South (FDLRS) by submitting training offered by Miami Cerebral Palsy and other conferences and seminars obtain approval for certification/licensure contact hours.								
	x. Develop updates and revise policies related to training and quality assurance. Provide input on all other policy revision, as applicable.								
	y. Develop and implement mentoring program for staff.								
	z. Establish, maintain and track credentialing and mentoring system for Direct Support Professionals.								
	aa. Present training on Heart Saver CPR, Healthcare CPR, and Aids for the Healthcare Worker, AIDS Update and OSHA guidelines, Defensive Driving, and pre-service. Assist with nutritional management training, as needed								
	<b>2. TRAINING DATA TRACKING:</b>								
	a. Monitors maintenance of computerized and manual tracking of training records for all staff.								✓
	b. Oversee utilization of On-Tracking.								✓
	c. Oversee payroll rosters for accuracy								✓
	d. Oversee Training rosters for accuracy.								✓
	e. Oversee Semi-annual report for accuracy.								✓
	f. Oversee Therap Training Hour reports for accuracy.								✓
	<b>3. QUALITY ASSURANCE:</b>								
	a. Develop and implement annual Quality Assurance calendar of activities to include peer reviews, documentation reviews and competency checks in physical/nutritional management, programming, etc.								

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Goals Next Year	Specific Duties & Responsibilities	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
	b. Member of Safety and Infection Control Committee.								
	c. Cross train in relevant areas of QA to provide back-up staffing with particular attention to current Federal, State, and Local regulations and compliance with MCPRS policy								
	d. Oversees Quality Assurance in the area of On-The-Job-Training packets.								✓
	e. Performs at least annual facility visits to ensure competency-based training is being implemented and provide feedback, coaching, and training as needs dictate.								
	f. Monitors training reports and records as needs dictate.								
	<b>4. PURCHASING/BUDGET/INVENTORY:</b>								
	a. Purchase all staff Development materials and maintain department inventory.								
	b. Responsible for staff training budget.								
	<b>5. Coordinate goal planning for the agency through facilitating Quarterly meetings and distributed goal planning documents.</b>								
	<b>6. SYSTEM ADMINISTRATOR:</b>								
	a. Therap- Secure Integrated Online Documentation and Communication system.								
	b. College of Direct Support and Frontline Supervision Internet Based Learning Program.								
	<b>7. EMERGENCY MANAGEMENT:</b>								
	a. Responsible for hurricane preparedness for staff development materials.:-								
	<b>8. Joint supervision of Talent Managers with Human Resource Director as it relates to the following areas:</b> <ul style="list-style-type: none"> <li>Recruitment</li> <li>On-boarding and assigning training</li> <li>Staff development to include OJT and competencies</li> <li>Performance reviews</li> <li>On-going staff development</li> </ul>								
	<b>9. Actively encourages co-workers to address retention concerns proactively suggesting them to speak to their supervisor, etc.</b>								
	<b>10. Perform all other duties, as applicable.</b>								

III. **Attendance** – You were absent \_\_\_\_\_ days this year.

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

**Tardiness** - \_\_\_\_\_

**Dress Code** \_\_\_\_\_

**Compliance** - \_\_\_\_\_

IV. **OVERALL EVALUATION in comparison with other employees with the same or similar length of service** on this job and/or similar responsibilities/position within the agency. You may “X” several descriptions to indicate range in performance. **(Completed by Supervisor)**

☐ Definitely unsatisfactory.      ☐ Making progress.      ☐ Doing an average job.      ☐ Above average.      ☐ Excellent.      ☐ Outstanding.

V. **ACCOMPLISHMENTS/STRENGTHS/AREAS FOR IMPROVEMENT AND GOALS:**  
**(Completed by Supervisor)**

**ACCOMPLISHMENTS THIS PAST YEAR:**


**MAJOR STRONG POINTS ARE:**


[illegible]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If yes, what position? \_\_\_\_\_

Why do you believe you should be given consideration for the position you have indicated?

**XI. QUALIFICATIONS** (Education/Experience/Licenses/Personal Characteristics) **Classification: Salaried-Exempt/Professional**

1. Masters Degree in Adult Education, Mental Retardation, Health Administration and Supervision or related field preferred.
2. Bachelors Degree in Adult Education, Mental Retardation, health Administration or related field required.
3. Previous ICF experience as a QMRP, QA and/or in special Education and administration or supervision desirable.
4. Minimum of three years experience at the professional level in the field of education.
5. Previous successful experience and training as a classroom adult education teacher preferred.
6. Excellent presentation and oral skills in front of a group/classroom setting a must.

**XII. JOB DESCRIPTION COMMITMENT:**

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principle functions of the job. It shall not be construed as a complete description of all work requirements that may be inherent to the job.
- B. As an employee of Miami Cerebral Palsy Residential Services, Inc., I understand that I am required to report to work (before, during and/or after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of Miami Cerebral Palsy Residential Services, Inc. I am aware of and committed to a Drug Free Workplace.
- D. As an employee of Miami Cerebral Palsy Residential Services, Inc. I understand I am required to comply with all safety and health related policies.

**XIII. SIGNATURES: Sign and Date at review meeting.**

\_\_\_\_\_  
Self-Evaluation Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Annual Evaluation Employee Signature (**sign after evaluation**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Supervision/ Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Supervision / Associate Director

\_\_\_\_\_  
Date

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**Key Definitions:**

*Always* – at all times    *Often* – many times    *Sometimes* – at times, now & then    *Rarely* – not often; seldom

*No Basis for Comment* – you were unable to observe this duty or the individual did not have an opportunity to accomplish task.