

TEACHER / STAFF EVALUATION

Teacher _____ Group _____ No. of Students _____

Length of Visit _____ Date of Visit/Evaluation _____ Employment Start Date: _____

Rank the Employee

For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank 3 or lower.

5 – Performance consistently exceeds expectations: The employee's performance consistently exceeds expectations or requirements and sets the standard for others to live up to; the employee is a role model for and is sought out as a resource by others.

4 – Performance occasionally exceeds expectations: The employee's performance consistently meets and occasionally exceeds expectations or requirements; the employee exhibits real strength / competency in this area.

3 - Performance meets expectations: The employee fully meets expectations or requirements; a solid performer in this area

2 - Performance is below expectations: The employee's performance is mixed/inconsistent in regards to expectations or requirements; the employee needs to improve in this area to fully meet expectations.

1 - Performance is not acceptable: The employee's performance does not meet expectations or requirements; the employee demonstrates consistent weakness or inability to perform in this area; immediate substantial improvement in performance is required.

A. Teaching Techniques

- ____ 1. Children are alerted in advance of creative transitions.
- ____ 2. Demonstrates sufficient mastery of content.
- ____ 3. Makes effective use of a variety of available materials.
- ____ 4. Makes clear, practical demonstrations.
- ____ 5. Provides for student participation.
- ____ 6. Uses logical, purposeful and thought-provoking questions.
- ____ 7. Provides interesting and adequate positive reinforcement.
- ____ 8. Inventive procedures for working with pupils of varying abilities
- ____ 9. Is a fabulous entertainer capturing and holding children's attention.

Rating

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Comments

Suggestions for Improvements / Goals

B. Effective Planning

- _____ 1. Prepared tabletops show evidence of learning throughout the day
- _____ 2. Directions to students are clearly thought out and well stated.
- _____ 3. Materials for class are organized and available.
- _____ 4. Provides enrichment and/or remediation where needed
- _____ 5. Is prepared and aware of adequate pacing.
- _____ 6. Carefully plans student's assignments.

Rating

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Comments

Suggestions for Improvements / Goals

C. Student/Teacher Relationships

- _____ 1. Friendly, warm and affectionate
- _____ 2. Eye to eye interaction, at children's level
- _____ 3. Anticipates problems and redirects behavior.
- _____ 4. Shows respect for individuals
- _____ 5. Is flexible, responsive to children's needs
- _____ 6. Encourages independence and self-help
- _____ 7. Avoids stereotyping and labeling
- _____ 8. Develops goals from observations.
- _____ 9. Uses positive discipline techniques
- _____ 10. Regularly records observations of children
- _____ 11. Maintains student interest and attention.
- _____ 12. Works constructively with individuals or group.
- _____ 13. Manages routines so as to avoid confusion
- _____ 14. Exhibits poise, voice control, and tact.
- _____ 15. Graciously accepts less than "right" response with students.
- _____ 16. Uses positive statements to students and parents.
- _____ 17. Makes supportive statements to students and parents
- _____ 18. Maintains a friendly and respectful teacher-student relationship.

Rating

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For Teachers of Infants

- 19. _____ Provides nurturing behaviors to the infants by picking them up, holding and rocking them throughout the day
- _____ Reads stories to the infants daily while holding them
- 20. _____ Feeds the infant while holding him or one on one in a high chair
- 21. _____ Talks to the infant on the floor for a portion of the day
- 22. _____ Provides learning aids to the infant and talks about them with the infant
- 23. _____ Encourages the infant to sit, roll over, scoot, crawl, stand and walk during as she grows older, following developmental guidelines
- 24. _____ Practices appropriate sanitary practices such as always washing their hands after an infant and washing the infant's hands as well

For Teachers of Toddlers

- 25. _____ Reads to the children in small groups or individually daily
- 26. _____ Practices appropriate sanitary practices such as always washing a child's hands after assisting the child in using the restroom/diapering and assisting the child in washing his hands
- 27. _____ Talks to the children while eating with them or feeding them
- 28. _____ Assists children in becoming more independent in areas such as dressing and eating
- 29. _____ Engages the children in games promoting language and gross motor skills
- 30. _____ Introduces the children to painting and drawing and dramatic play activities

For Teachers of Preschool-Aged Children

- 31. _____ Follows YPW Early Learning Guidelines in daily teaching
- 32. _____ Reads to the children in small groups three times a day
- 33. _____ Develops and implements daily lesson plans based on thematic units
- 34. _____ Uses learning centers in the classroom in appropriate ways

Comments

Suggestions for Improvements / Goals

D. Classroom Environment / Administration

Educationally appealing lesson plan, clearly worded and posted by Friday 5 pm – Lesson Boards updated monthly – Each child's portfolio includes dated anecdotal records, process art, and photos that document learning milestones.

- _____ 1. Cubby, folder & birthday board are ready for new children.
- _____ 2. Prepared class is set up ahead of children's activities.
- _____ 3. Inviting learning environment includes charts & graphs.
- _____ 4. Trash can, sink & bathrooms are clean and well stocked.
- _____ 5. Safe environment with no broken materials is maintained.
- _____ 6. Enhances centers with doll & dramatic play clothes.
- _____ 7. Adds theme related materials to centers.
- _____ 8. Parent information is attractive and current.
- _____ 9. Creative sensory play includes sand, water & play dough.
- _____ 10. Enhances centers (dressed dolls, dramatic play clothes, and tablecloth).
- _____ 11. Tables and shelves are free of old glue and markers.
- _____ 12. Shelves are clean and labeled with photos and words.
- _____ 13. Learning materials are displayed on neatly on shelves and tabletops
- _____ 14. Walls and windows are clean and free of tape or staples.
- _____ 15. Books, puzzles & toys are in good repair and attractively displayed.

Rating

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- _____ 16. Learning Boards: Displays of children's work include learning objectives, quotes, photos & title.
- _____ 17. Lesson plan post it
- _____ 18. Child Portfolio updated

Comments

Suggestions for Improvements / Goals

E. **Health and Safety**

Maintains a safe and healthy learning environment. No injuries or bites, up-to-date cleaning log. Text book diaper changing and hand washing, good face-to-name and vigilant playground supervision at all times (teacher walks among children and visually focused on all)

Rating

Comments

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Suggestions for Improvements / Goals

F. **Customer Service / Working with Parents**

Develops a professional relationship when working with parents and visitors, greeting parents by name and telling each child goodbye. Practices all the first week welcome (cubby labeled prior to first day, first day photo & call, positive email by end of week) Enhances communications through positive and informative daily sheets, parent conferences twice a year and monthly newsletters / emails.

- _____ 1. Available and approachable with parents
- _____ 2. Listens and responds well to parents
- _____ 3. Maintains confidentiality
- _____ 4. Seeks a partnership with parents
- _____ 5. Involves parents in school activities and events
- _____ 6. Regularly shares information about the child's progress
- _____ 7. Shows respect for those from diverse backgrounds
- _____ 8. Assures positive first day call and first day photo
- _____ 9. Calls to check on children not in attendance and alerts director.
- _____ 10. Does not hold personal conversations with parents
- _____ 11. Does not provide babysitting to parents

Rating

Comments

Suggestions for Improvements / Goals

G. Working with Co-Workers and management

Develops strong professional relations with management team as well as peers; communicates in a positive, appropriate, confidential manner. Avid unnecessary communication by speaking only to the person involved and redirecting peers. Stays focused on children, maintaining a positive, sunny demeanor.

- ☐ 1. Is friendly and respectful
- ☐ 2. Strives to assume a fair share of work
- ☐ 3. Shares ideas and materials
- ☐ 4. Communicates directly, avoids gossip
- ☐ 5. Approaches criticism with learning attitude
- ☐ 6. Looks for ways to be helpful
- ☐ 7. Solves conflict independently

Rating

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Comments

Suggestions for Improvements / Goals

H. Reliability

Demonstrates the importance of regular attendance and consistent punctuality to ensure high quality of care. In class and focused at scheduled time every day while being flexible to staying late, taking a longer lunch and working evening/weekend events like parents night out.

Comments

Rating

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Suggestions for Improvements / Goals

I. Professional Conduct

- _____ Attendance
- _____ Arrives at work on time
- _____ Dress is appropriate
- _____ Maintains a good working relationship with other staff members
- _____ Works as a team player, completing job tasks in a timely manner
- _____ Conversations relate to the children and the work at the center and not personal information
- _____ Alert in health and safety matters
- _____ Flexible with assignment and schedule
- _____ Maintains a positive attitude
- _____ Gives ample notice of absence
- _____ Remains Calm in tense situations

Rating

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Comments

Suggestions for Improvements / Goals

J. Professional Development / Training Hours

Certificate for 30 training hours, obtained yearly from hire date, are in teacher's file. Regularly attends monthly staff meetings. Teachers has current first aid, CPR and SIDS

- _____ Attends all staff development meetings
- _____ Attends training on the topics needed to learn best practices for supporting the development of infants / toddler / Preschool
- _____ Shows improvement in areas on which they have received training
- _____ Uses new instructional strategies
- _____ Seeks additional educational credential or degree in the field
- _____ Sets goals for personal growth

Rating

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K. Commendable Features

L. Teacher's / Staff Comments

Comments by Director

Goals and Plans for Improvement

To Be Completed by the Director and Teacher

We have discussed and agreed upon this evaluation for the current year.		
Signature _____	(Director)	Date_____
Signature _____	(Teacher)	Date_____