

STAFF EVALUATION

Employee _____ Date of Evaluation: _____

Date of Hire _____ Evaluation Period: _____

Classroom Age Level (circle): **INFANTS** **TODDLERS** **PRE-SCHOOL AGED**

To Be Completed by Director - 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 – Has mastered this area and could teach others

4 - Is strong in this area but could improve

3 - Is average in this area

2 – Is below average in this area and could learn more about this

1 – Needs help with this to be more effective

PROFESSIONAL CONDUCT:

- _____ works when scheduled
- _____ arrives at work on time
- _____ gives ample notice for absences
- _____ dresses appropriately for working with young children
- _____ maintains confidentiality concerning children
- _____ maintains good working relationships with other staff members
- _____ works as a team player, completing job tasks in a timely manner
- _____ conversations relate to the children and work at the center and not personal information
- _____ open to constructive criticism

SKILLS WORKING WITH CHILDREN:

- _____ presents a friendly and warm demeanor
- _____ gets down on the floor with the children
- _____ shows respect for individuals
- _____ encourages independence/self help
- _____ promotes self-esteem in communications
- _____ avoids labeling of children
- _____ reinforces positive behavior
- _____ speaks to children regularly using positive phrases and tone
- _____ good sanitary practices (hand-washing for self and children as required, classroom environment, etc)

SKILLS WORKING WITH PARENTS:

- _____ listens and responds well to parents
- _____ is tactful when discussing children
- _____ seeks partnership with parents
- _____ has good relationships with parents
- _____ regularly communicates with parents verbally and in writing as needed
- _____ greets parents by name and with a smile
- _____ is available and approachable with parents

SKILLS WORKING IN CLASSROOM:

- _____ reads to children in small groups several times a day
- _____ develops and implements daily lesson plans based on thematic units
- _____ provides developmentally appropriate activities
- _____ uses learning centers in the classroom in appropriate ways
- _____ provides a creative and inviting learning environment
- _____ sets up room before children arrive
- _____ speaks to children using positive phrases using a positive tone
- _____ maintains a clean and orderly environment
- _____ learning materials are rotated in and out regularly

Professional Development

- _____ attends all staff development meetings
- _____ shows improvement in areas on which they have received training
- _____ uses new instructional strategies
- _____ seeks additional educational credential or degree in the field

Comments by Director:

We have discussed and agreed with this evaluation for the current year.

Director Signature: _____ Date: _____

Staff Signature: _____ Date: _____