

WHAT TO INCLUDE IN AN ANNUAL STAFF EVALUATION PLAN AND PROFESSIONAL DEVELOPMENT PLAN

Evaluation Plan:

Evaluation of staff is very important to the development of good quality employees for the child care program. All staff should be evaluated annually by the Director or Supervisor, as appropriate. The same evaluation criteria should be used for all staff in the same classification. The evaluation criteria should be shared with staff within 30 days of initial employment and at each annual evaluation.

The written evaluation should be designed to identify each employee's strengths and weaknesses. It should be discussed with the staff and if any weakness is identified, the staff should have input into any plans for improvement. Evaluations should include such 'on the job criteria' as:

- Reliability/attendance at work including early/on time/tardy arrivals.
- Preparation for children such as:
 - lesson plans written and carried out
 - room set up before children arrive
 - materials in good repair and rotated regularly
- Quality of interaction with:
 - children
 - parents
 - other staff.
- Willingness to accept constructive suggestions for improvement and to try new approaches.
- Use of best practices.
- Maintenance of clean and organized room.
- Responsiveness of children to staff.
- Adherence to center policies.

Professional Development Plan

The evaluation is a good time to review the previous written professional development plan and attainment of objectives and goals. New objectives and goals could be included based on the current evaluation. The professional development plan should cover such items as:

- Professional development objectives including formal education, training and ‘on the job’ performance.
 - Level of education the staff would like to acquire or must acquire.
 - Training required by DSS licensing/approval regulations and ABC Standard.
 - Other training the center may require.
 - Additional evaluation criteria (i.e. ‘on the job’ criteria).

- Actions staff will take to achieve the objectives of the professional development plan, including timeframe.
 - Actions or methods to achieve education may include TEACH, PITC, DSS, center or employee funded courses, and so forth.
 - Methods to achieve training may include workshop and classes offered in the community, at conferences and so forth. Training may also be achieved though working with PITC, colleagues, team leaders, etc. in the center of employment.
 - ‘Actions’ to improve ‘on the job’ performance may include all those listed above and/or support from a mentor or supervisor.