Sample Form (could be used as a check list when observing and as the self-evaluation and evaluation form)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Evaluation | | | | | | | | | |
| **Name:** |  | | | | | **Date:** |  | **Time:** |  |
| **F=Frequently** | | **O=Occasionally** | | | **N=Never** | | | | |
| **General Work Habits** | | **F** | **O** | **N** | **Anecdotal Notes** | | | | |
| Arrives on Time | |  |  |  |  | | | | |
| Reliable in attendance | |  |  |  |  | | | | |
| Responsible in carrying out job duties | |  |  |  |  | | | | |
| Aware of health and safety matters | |  |  |  |  | | | | |
| Is flexible with scheduling and helping in other classrooms, etc. | |  |  |  |  | | | | |
| Has a positive outlook | |  |  |  |  | | | | |
| Understands sick and vacation policy | |  |  |  |  | | | | |
| Maintains confidentiality regarding children and Center information | |  |  |  |  | | | | |
| **Interaction With Children** | | **F** | **O** | **N** | **Anecdotal Notes** | | | | |
| Friendly, warm and loving | |  |  |  |  | | | | |
| Speaks with children at their level | |  |  |  |  | | | | |
| Greets children by name | |  |  |  |  | | | | |
| Speaks with a calm voice to children | |  |  |  |  | | | | |
| Uses positive behavior management techniques | |  |  |  |  | | | | |
| Avoids and discourages labeling and stereotyping | |  |  |  |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interaction With Children** | **F** | **O** | **N** | **Anecdotal Notes** |
| Shows respect for each child |  |  |  |  |
| Acknowledges each child’s accomplishments |  |  |  |  |
| Provides opportunities for children to become independent |  |  |  |  |
| Understands the developmental stages of children |  |  |  |  |
| Records observations of children regularly |  |  |  |  |
| **Classroom Management** | **F** | **O** | **N** | **Anecdotal Notes** |
| Creates an inviting learning environment |  |  |  |  |
| Provides developmentally appropriate activities |  |  |  |  |
| Maintains a safe and clean environment |  |  |  |  |
| Prepares for the day’s activities in advance |  |  |  |  |
| The daily schedule is flexible and meets the needs of the children |  |  |  |  |
| Develops goals for each child from observations |  |  |  |  |
| Is an Appropriate role model for the children |  |  |  |  |
| Plans for transitions between activities effectively |  |  |  |  |
| Is flexible and responds to the children’s needs appropriately |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classroom Management** | **F** | **O** | **N** | **Anecdotal Notes** | | |
| Uses appropriate behavior management techniques with the children |  |  |  |  | | |
| **Interactions with Parents** | **F** | **O** | **N** | **Anecdotal Notes** | | |
| Available and approachable for parents |  |  |  |  | | |
| Listens and responds to parents professionally |  |  |  |  | | |
| Keeps parents informed about their child’s day |  |  |  |  | | |
| Shows respect for parents with diverse backgrounds |  |  |  |  | | |
| Keeps parents informed about upcoming events |  |  |  |  | | |
| Seeks a partnership with parents |  |  |  |  | | |
| Encourages parent involvement in the Center |  |  |  |  | | |
| **Interaction with Co-Workers** | **F** | **O** | **N** | **Anecdotal Notes** | | |
| Is friendly and respectful |  |  |  |  | | |
| Is a team player |  |  |  |  | | |
| Willing to share materials and information |  |  |  |  | | |
| Communicates directly to avoid gossip |  |  |  |  | | |
| Accepts constructive criticism as a way to grow professionally |  |  |  |  | | |
| Is willing to help where needed |  |  |  |  | | |
| **Interaction with Co-Workers** | **F** | **O** | **N** | **Anecdotal Notes** | | |
| Solves conflict independently |  |  |  |  | | |
| **Professional Growth** | **F** | **O** | **N** | **Anecdotal Notes** | | |
| Participates in workshops and classes |  |  |  |  | | |
| Applies new information gained from workshops and classes |  |  |  |  | | |
| Is willing to share new information with other teachers and staff |  |  |  |  | | |
| Sets goals for personal growth |  |  |  |  | | |
|  | | | | | | |
| Additional Comments: | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Goals and Plans for Improvement: | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | |  |  |
| Director’s Signature | | | | |  | Date |
|  | | | | |  |  |
| Staff Signature | | | | |  | Date |