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

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| 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 |  |  |  |  |

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| **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  |  |  |  |  |

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| **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 |  |  |  |  |
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| Additional Comments: |
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| Goals and Plans for Improvement: |
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| Director’s Signature |  | Date |
|  |  |  |
| Staff Signature |  | Date |