

Performance Evaluation - Associate Teacher/Part Day

(updated 3/2010)

Circle: Probationary (new hire/reclass) Year End Evaluation Special (Pre-prob/PIP/transfer)

Name:		Prog Year:	
Time In Position	<input type="checkbox"/> 0-1 year	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 6-10 year <input type="checkbox"/> 11-15 years <input type="checkbox"/> 16+ years
Site		Region	
		Supervisor	

PERFORMANCE RATINGS: Use whole numbers only except for last overall rating where you may use decimals, i.e. 3.2 etc.)

0 = Unacceptable – Demonstrates unacceptable skill and/or knowledge associated with the indicator.

1 = Limited – Demonstrates insufficient skills and/or incomplete knowledge associated with the indicator.

2 = Satisfactory – Demonstrates some skills and developing knowledge associated with the indicator.

3 = Strong – Demonstrates very good skills and solid knowledge associated with the indicator.

******* Support any rankings of 0 or 1 with specifics and evidence*******

Skill Indicator	Rating	Supporting Evidence/Comments
1. Behavior Management		
		Rules and expectations are clear and consistently taught and re-enforced. Monitors classroom and playground areas consistently in a proactive manner to prevent problems from developing. Uses positive redirection to focus on expectations, rules, and routines.
2. Productivity		
		Makes use of prompts, both verbal and visual, to help children maintain success without taking time away from learning. Ensures transitions are quick and efficient. Be prepared for planned activities and lessons before class begins.
3. Instructional Learning Formats		
		Facilitates children's engagement in activities and lessons, encouraging participation and expanded involvement. Uses a variety of modalities (auditory, visual, and movement) to interest children and gain their participation during activities and lessons.

4. Concept Development		
Participates in discussions and activities with children to encourage analysis and reasoning. Provides opportunities for children to be creative and generate their own ideas and products. Helps children link concepts and activities to previous learning using examples from their experiences.		
5. Quality of Feedback		
Prompts children to explain their thinking and rationale for responses and actions, providing additional information to expand children's knowledge.		
6. Language Modeling		
Participates in frequent conversations with children, asking open-ended questions, and expanding on children's responses. Uses advanced language frequently, explaining the meaning of words and concepts to build on previous knowledge.		
7. Positive Climate		
Actively teaches and reinforces respect for all teachers and children. Uses positive communications, both verbal and non-verbal, with children and other adults.		
8. Teacher Sensitivity		
Uses effective techniques to monitor children needing extra support and assistance, being responsive to problems and concerns raised by children.		
9. Regard for Child Perspectives		
Provides consistent support for children to be autonomous; listens to children's ideas and interests. Provides many opportunities for children to talk and express their ideas. Children have frequent opportunities for freedom of movement and placement during activities and lessons.		
10. Assessment and Documentation		
Assist with assessment, documentation and observation of children's level of development. Monitors, documents and reports child abuse		
11. Family Involvement		
Assist in providing an atmosphere that promotes and reinforces parental/family involvement in the classroom		
12. Bus Monitoring		
Ensures safe bus environment, manage and monitor child behaviors, ensures appropriate loading and unloading of children (verifying presence of all children at all times), ensure only authorized adult accepts child on return route, deliver messages/information to parent/family.		

13. Additional Job Responsibilities		
Assists with breaks, meal service and other needs as requested. Attends meetings and trainings related to position responsibilities, personal growth and as directed by supervisor. Assists with the general maintenance and security of the facility. Assists with the inventory of equipment and supplies. Sanitize classroom material, equipment and laundry.		
*****Universal Job Expectations*****		
14. Support of Program and Its Goals		
Is able to articulate the philosophy, mission and goals of Head Start of Lane County to families and community members/partners. Supports program improvement and development.		
15. Quality and Volume of Work		
Is accurate, neat, attentive to detail, follows procedures/policies. Demonstrates consistent work output, honors commitments, is flexible and is willing to put in extra effort.		
16. Dependability		
Demonstrates consistent attendance, punctuality and reliability. Receives approvals and gives appropriate notice for schedule changes, absences, leaves, additional hours/overtime etc		
17. Organizational Abilities		
Organizes time and priorities effectively, meets deadlines, uses time efficiently and coordinates with others, including consulting with supervisor when workloads/priorities need adjustments.		
18. Motivation/Self Monitoring/Judgment		
Is committed to job, energetic, demonstrates positive attitude and enthusiasm. Controls emotions and is able to remain calm and effective in stressful situations. Adapts to change in an effective manner, is willing to try new things. Is able to effectively resolve conflicts with staff, families and others. Uses good judgment, makes sound decisions and takes appropriate action.		
19. Internal/External Relationships		
Maintains good relationships with team, supervisor, other staff and families. Works effectively and harmoniously in a team environment. Is willing to help others.		

20. Communication		
Communications, both verbal and written are clear, and use good grammar and spelling. Ensures that all communication is respectful, tactful, purposeful and non-judgmental. Accepts and gives feedback in a positive and productive manner. Demonstrates effective listening skills, being respectful of others opinions, positions and beliefs. Demonstrates appropriate and efficient computer/technology skills and use.		
21. Cultural Competency		
Employs a culturally competent and flexible approach with staff and families from various cultural backgrounds (race, country of origin, religious beliefs, economic status, family structure etc.), by being sensitive to, acknowledging, accepting and accommodating differences.		
22. Professionalism		
Ensures family and staff confidentiality by limiting conversations about them. Maintains safety of confidential information by not leaving papers, files, electronic data accessible to others. Maintains professional boundaries in relationships with staff and families by distinguishing between others needs and one's own, guarding against abuse of power/position, sexual misconduct, and use of inappropriate language.		
23. Hygiene and Safety		
Wears clothing, accessories and footwear that is appropriate to position and tasks. Assures appropriate personal hygiene, (no offensive body/breath odors, perfumes, etc.). Uses safe work practices, anticipates unsafe conditions and takes appropriate action to report unsafe conditions.		

Overall Rating, (add up shaded ratings only and divide by total number of shaded ratings, average may contain decimal (rounded to the nearest hundredth, ex. 2.75)		**This average will be posted to staff database.
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Review Profile to see if certifications are still required.			
Required certifications for position have been provided/renewed at this time.	Yes	No	If "No" staff person will be required to contact HR to make arrangements to comply. In certain instances there may be a consequence for non-compliance.

Overall Summary of Evaluation: (if a probationary review give recommendations for continued employment.)

Employee Feedback & Comments:

Approval Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

- Attach professional growth plan
- Copy to employee
- Copy to supervisor working file
- Original to HR
- Do not return training rosters.