

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

3K Teacher - HS

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____
Introductory

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Establish a Safe and Healthy Environment

Supervise young children ages 3-4 yrs. old and assure their safety while in teacher's care	ME	NI	U
Possess the ability to use child size chairs and tables and interact with children at their eye level	ME	NI	U
Possess the ability to lift young children in/out of cribs/cots, into car seats, and carry injured children to safety if needed	ME	NI	U
Follows attendance/tracking procedures. Maintains attendance/tracking records at all times	ME	NI	U
Ensures that the playground and classroom are maintained in a safe, clean, orderly condition	ME	NI	U
Complies with state child care licensing rules	ME	NI	U
Ensures teacher/child ratio of 1:10 is maintained	ME	NI	U
Documents all injuries and medications in medical log using proper procedures	ME	NI	U
Follows child abuse and neglect reporting procedures	ME	NI	U
Maintain classroom Health Action Binders to include current, necessary health action			

plans			
Follows child abuse and neglect reporting procedures	ME	NI	U
Maintain classroom Health Action Binders to include current Health Action plans	ME	NI	U
Work closely with the FOW on needs for the family and the child for documentations, enrollment information, and any healthcare follow up needed	ME	NI	U
Ensures a list of children with food allergies is posted in the classroom and all classroom staff are informed of posted allergies and trained on emergency allergy plans as needed	ME	NI	U
Work closely with the FOW on needs for the family and the child for documentations, enrollment information, and any healthcare follow up needed	ME	NI	U
Other duties as assigned	ME	NI	U

Comments:

Planning for Developmentally Appropriate Child Outcomes

Implements agency approved curriculum that includes knowledge and skills in the Head Start Child Development and Early Learning Framework's five essential domains: language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social emotional development	ME	NI	U
Implements a developmentally appropriate curriculum that reflects observations and assessments of individual children and goals jointly developed with parents	ME	NI	U
Works collaboratively with the FOW to complete developmental, sensory, and behavioral screening within 45 days of a child's enrollment Participates in the IEP process for referred children	ME	NI	U
Completes a weekly lesson plan; posts on parent bulletin board and includes parent input	ME	NI	U
Uses relationships with children to facilitate learning	ME	NI	U
Plans a daily schedule which allows for individualization in meeting infants and toddlers needs	ME	NI	U
Plans curriculum yet maintains flexibility in planned activities to follow and respond to children's interests	ME	NI	U

Comments:

Social Emotional Development

Develop positive, supportive relationships with preschool children which are reinforced throughout the daily schedule and routines	ME	NI	U
Develop trust and emotional security so that each child can explore the environment according to his or her developmental level	ME	NI	U
Promote an environment which encourages the development of self-awareness, autonomy, and self-expression	ME	NI	U
Promotes a positive feeding relationship by ensuring infants are held while being bottle fed	ME	NI	U
Engages and communicates constructively with individual children during activities and routines; takes every opportunity to positively extend children's thinking and potential for learning	ME	NI	U
Acknowledges feelings with sensitivity and demonstrates appropriate expression of emotions	ME	NI	U
Works cooperatively with agency mental health consultants to support the social emotional development of all children including those with challenging behavior	ME	NI	U
Adheres to the agency's Child Guidance Policy	ME	NI	U
Speaks with children in a friendly, positive manner	ME	NI	U

Comments:

Positive and Productive Relationships with Families

Demonstrate through role modeling good communication skills and staff / parent interactions	ME	NI	U
Provide a welcome and supportive environment for parents and information on their child's daily experiences and development	ME	NI	U
Respects parents as the child's primary teacher; responds to parent situations, comments, and concerns with sensitivity, interest, and respect	ME	NI	U
Shares in planning and facilitating Parent Advisory Committee and Family Fun Night	ME	NI	U
Conducts required parent conferences during the year	ME	NI	U
Informs parents of illness or injury as soon as possible in accordance with agency policies and procedures	ME	NI	U
Gathers parent input in lesson planning	ME	NI	U
Emphasizes strengths in children and families	ME	NI	U
Works collaboratively with the Center Based Family Specialist to support the development of a Family Partnership Agreement	ME	NI	U
Maintains confidentiality	ME	NI	U

Comments:

Program Management

Comply with the agency policies, procedures and regulations and assure compliance of subordinate staff	ME	NI	U
Participate in ongoing recruitment and community outreach activities	ME	NI	U
Maintain children's site files in accordance with licensing standards	ME	NI	U
Access and run reports in Child Plus as needed to review enrollment, family service, and health status information	ME	NI	U
Attends staff meetings, required trainings, and other agency events as required	ME	NI	U
Successfully work with and supervise staff assigned to the classroom	ME	NI	U
Participate in site staff meetings, and attend all meetings and trainings as assigned; additional 25 hours of training may not necessarily be during work hours	ME	NI	U
Maintain professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Represent the agency and the center in a professional and positive manner with the families and within the community	ME	NI	U
Provide assistance to and perform additional job related duties as assigned by supervisor	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

- ☐ **Passed Introductory/New Hire Period**
- ☐ **Extend Introductory/New Hire Period by ____ days**
- ☐ **Discontinue employment with Reach Dane**