

REACH DANE REACH GREEN HEAD START SUPERVISORY EVALUATION FORM INFANT/TODDLER TEACHER

Employee _____ Date _____

Type of Rating: Annual _____ 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

Safe and Healthy Environment

Supervises young children ages 0 to 3 and assures their safety while in teacher's care.	ME	NI	U
Possesses the ability to use child size chairs and tables and interacts with children at their eye level.	ME	NI	U
Possesses 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 1:4 is maintained.	ME	NI	U
Documents all injuries and medications in medical log using proper procedures.	ME	NI	U
Follows child abuse and neglect policies procedures.	ME	NI	U
Maintain classroom Health Action Binders to include current, necessary Health Action plans	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

Comments:

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
Completes a weekly lesson plan; posts on the 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

Develops positive, supportive relationships with infants/toddlers which are reinforced throughout the daily schedule and routines.	ME	NI	U
Develops trust and emotional security so that each child can explore the environment according to his or her developmental level.	ME	NI	U
Promotes 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
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.			
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

Comments:

Positive and Productive Relationships with Families

Demonstrates through role modeling good communication skills and staff/parent interactions.	ME	NI	U
Provides 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; response to parent situations, comments, and concerns with sensitivity, interest, and respect.	ME	NI	U
Informs parents of illness or injury as soon as possible in accordance with agency policies and procedures.	ME	NI	U

Emphasizes strengths in children and families.	ME	NI	U
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Comments:

Program Management

Complies with the agency policies, procedures and regulations and assures compliance of subordinate staff.	ME	NI	U
Participates in ongoing recruitment and community outreach activities.	ME	NI	U
Maintains children's site files in accordance with licensing standards.	ME	NI	U
Accesses and runs reports in Child Plus as needed to review enrollment, family service, and health status information.	ME	NI	U
Successfully works with and supervises staff assigned to classroom.	ME	NI	U
Participates in site staff meetings, and attends all meetings and trainings as assigned; additional 25 hours of training may not necessarily be during work hours.	ME	NI	U
Maintains professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.	ME	NI	U
Represents the agency and the center in a professional and positive manner with the families and within the community.	ME	NI	U
Provides assistance to and performs additional job duties as assigned by supervisor.	ME	NI	U
Fill out time sheet daily and accurately.	ME	NI	U
Carry out team meetings.	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