

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

Preschool Teacher Aide (II, III)

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:

Maintain a Safe and Healthy Environment

Assist teacher in the organization and maintenance of site and equipment	ME	NI	U
Ensures children are closely supervised at all times	ME	NI	U
Follows attendance / tracking procedures; maintains accurate attendance / tracking records at all times	ME	NI	U
Ensures that the building, playground and classroom are maintained in a safe, clean, orderly condition and is in good repair	ME	NI	U
Complies with State Child Care Licensing Rules	ME	NI	U
Follows Child Abuse / Neglect Policy & Procedures	ME	NI	U
Assist children with all toileting needs, including diapering if applicable	ME	NI	U
Maintain classroom Health Action Binders to include current, necessary health action plans	ME	NI	U
Ride bus and escort children using prescribed tracking and safety procedures as required	ME	NI	U
Provide documented weekly nutrition experiences	ME	NI	U

Comments:

Planning For Developmentally Appropriate Child Outcomes

Responsible for assisting the teacher with the full implementation of Head Start Performance Standards, policies and procedures, regulations and guidelines in the day to day operation of an early childhood classroom, including developmentally appropriate practices for children ages 0-5	ME	NI	U
Assists in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum	ME	NI	U
Demonstrates respect for diversity by providing anti-bias, non-sexist language, images, materials, equipment and experiences that reflect both center and global communities	ME	NI	U
Assist in observing each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth	ME	NI	U
Assist teacher in the full implementation of IEP's, and behavior/medical plans, of children with special needs	ME	NI	U

Comments:

Social and Emotional Development

Develop a positive relationship with each child and promote the development of self-esteem and self-discipline	ME	NI	U
Interacts frequently, affectionately, and respectfully by smiling, touching, and holding children appropriately; speaks in a calm, courteous manner within close proximity of the child	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
Encourages and models social behavior and expectations that are developmentally appropriate	ME	NI	U
Acknowledges feelings with sensitivity and demonstrate appropriate expression of emotions	ME	NI	U
Welcomes and cooperates with agency's Mental Health Consultants when applicable	ME	NI	U

Comments:

Positive Guidance

Adheres to agency's Child Guidance Policy found in agency Policies & Procedures manual	ME	NI	U
Conducts smooth and unregimented transitions between activities; uses puppets, songs, finger plays and strategies that are fun for children	ME	NI	U

Comments:

Positive and Productive Relationships with Families

Respects parents as child's primary teacher; responds to parent situations, comments and concerns with sensitivity, interest and respect	ME	NI	U
Establishes a positive relationship with each child's family and share information about the child's day at the center	ME	NI	U
Shares resources with parents through discussions, articles, parent boards, newsletters, and community contacts	ME	NI	U

Shares in planning and facilitating Parent Advisory Committee, Family Fun Nights and End of Year Celebrations	ME	NI	U
Works with and supports family in developing Head Start IEP for children with disabilities	ME	NI	U
Helps families reach their own conclusions and respects their rights to make their own decisions; supports families through the Family Partnership Agreement	ME	NI	U
Collaborates with Family Service Center, Children Service Director, Family Outreach Worker, Family Advocate and Mental Health Consultant when needed	ME	NI	U
Documents all parent conversations in the contact log	ME	NI	U
Assists in conducting home visits and staff/parent conferences at request of the Lead Teacher	ME	NI	U
Maintains confidentiality	ME	NI	U

Comments:

Professionalism

Supports agency mission, philosophies, values, goals and policies of agency when working with parents, coworkers, and community	ME	NI	U
Attends staff meetings, required training, and other agency events	ME	NI	U
Responds to agency needs by contributing to newsletters, serving on a committee, or substituting for another coworker when needed	ME	NI	U
Receives constructive criticism with an attitude that indicates a willingness to improve; gives feedback in a respectful manner	ME	NI	U
Establishes and maintains a relationship of cooperation and respect with coworkers	ME	NI	U
Offers and shares ideas and materials with coworkers	ME	NI	U
Communicates directly, works to resolve conflicts quickly, and avoids gossip	ME	NI	U
Collaborates with public school itinerant, special education service providers, if applicable	ME	NI	U
Maintain good public relations with the site sponsor and abide by the site rules and regulations	ME	NI	U

Comments:

TA III

Assists teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Standards, including but not limited to recording anecdotal notes and data entry into assessment system	ME	NI	U
Assist teacher in reviewing the progress of each child and developing written plans to promote each child's growth and development	ME	NI	U
Assists in conducting home visits and staff/parent conferences at request of the Lead Teacher	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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