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| CLASSROOM |  | DATE |  |
| TEACHER BEING EVALUATED |  | | |

Classroom Age Level (circle): **INFANTS TODDLERS PRESCHOOL**

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| For each of the following areas, give the employee a score of F – O – R to indicate how strong you think the employee’s skill is. Use the Comments section to discuss all items which you rank *(R) Rarely*.  **F** (Frequently) – Has mastered this area and could teach others  **O** (Occasionally) – Is strong in this area but could improve OR Is strong but not consistent  **R** (Rarely) – Is below average in this area and could learn more about this and/or needs help with this to be more effective |

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| **General Work Habits** | **F** | **O** | **R** |
| Arrives on time |  |  |  |
| Responsible in job duties |  |  |  |
| Alert in health and safety matters |  |  |  |
| Maintains a positive attitude |  |  |  |
| Dresses professionally, follows dress code |  |  |  |
| Gives ample notice for absence |  |  |  |
| Reliable in attendance |  |  |  |
| Flexible with assignments and schedule |  |  |  |
| Remains calm in tense situations |  |  |  |

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| **Interaction with Children** | **F** | **O** | **R** |
| Friendly, warm and affectionate |  |  |  |
| Eye to eye interaction |  |  |  |
| Uses modulated, appropriate tone of voice |  |  |  |
| Shows respect for children |  |  |  |
| Is aware of developmental levels |  |  |  |
| Encourages independence and self-help |  |  |  |
| Avoids stereotyping and labeling |  |  |  |
| Reinforces positive behavior |  |  |  |
| Uses positive discipline techniques |  |  |  |
| Regularly records observations of children |  |  |  |
| Provides active supervision, constant visual on kids at all times |  |  |  |

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| **Classroom Management** | **F** | **O** | **R** |
| Creates an inviting learning environment |  |  |  |
| Maintains a safe environment |  |  |  |
| Provides age appropriate activities |  |  |  |
| Develops goals from observations |  |  |  |
| Facilitates growth in all areas of development |  |  |  |
| Serves as an appropriate role model |  |  |  |
| Anticipates problems and redirects behavior |  |  |  |
| Is flexible, responsive to children’s needs |  |  |  |
| Is prepared for the day’s activities |  |  |  |
| Handles transitions well |  |  |  |
| Follows classroom schedule |  |  |  |
| Follows lesson plan |  |  |  |
| Ensures parents sign-in and out |  |  |  |
| Maintains COR |  |  |  |
| Maintains education file |  |  |  |
| Maintains child’s portfolio |  |  |  |
| Regularly performs age appropriate ASQ |  |  |  |
| Classroom bulletin boards are in compliance |  |  |  |

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| **Working with Parents** | **F** | **O** | **R** |
| Available to and approachable by parents |  |  |  |
| Listens and responds well to parents |  |  |  |
| Is tactful with sensitive information |  |  |  |
| Shows respect for those from diverse backgrounds |  |  |  |
| Maintains confidentiality |  |  |  |
| Seeks a partnership with parents |  |  |  |
| Regularly shares information about the child’s progress |  |  |  |
| Involves parents in center activities and events |  |  |  |

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| **Working with Co-workers** | **F** | **O** | **R** |
| Is friendly and respectful |  |  |  |
| Strives to complete a fair share of work |  |  |  |
| Shares ideas and materials |  |  |  |
| Communicates directly, avoids gossip |  |  |  |
| Approaches criticism with learning attitude |  |  |  |
| Looks for ways to be helpful |  |  |  |
| Solves conflict independently |  |  |  |

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| **Professionalism and Growth** | **F** | **O** | **R** |
| Takes job seriously |  |  |  |
| Seeks skill improvement |  |  |  |
| Participates in workshops, classes, online training courses |  |  |  |
| Sets goals for personal growth |  |  |  |
| Behaves in an ethical manner |  |  |  |

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| **Evaluation Category** | **Examples of Behavior** |
| General Work Habits |  |
| Working With Children |  |
| Classroom Management |  |
| Working with Parents |  |
| Working With Co-workers |  |
| Professionalism and Growth |  |

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| **# of Children Present:** |  | **Initials:** |  |  |  |  |  |  |  |  |

**Comments/Notes:**

**Goals and Plans for Improvement:**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_