

**Sequatchie Valley Head Start
Assistant Teacher Performance Evaluation**

Name: _____

Date: _____

Check one: Annual Review

Center: _____

Progress Review

Instructions: Please complete in pencil. Each section should have goals listed. If the employee being evaluated receives an unsatisfactory or needs improvement rating, please list a goal for that item. If an employee is rated "exceeds basic job requirements," please provide documentation of the behavior qualifying the employee for this rating under comments, at the end of the section.

Section A: Curriculum/Daily Performance

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirement
1. Assists in preparing lesson plans.	_____	_____	_____	_____
2. Supervision-Ensures children have adult supervision at all times, including mealtime, toileting, rest time, and on bus.	_____	_____	_____	_____
3. Playground supervision- Ensures children have adult supervision at all times. Positions self to provide for children's safety.	_____	_____	_____	_____
4. Work attendance.	_____	_____	_____	_____
5. Punctuality- Arrives on time, prepared, materials ready.	_____	_____	_____	_____
6. Assists in planning a variety of developmentally appropriate activities.	_____	_____	_____	_____
7. Displays an understanding of child development and early childhood education.	_____	_____	_____	_____
8. Practices confidentiality.	_____	_____	_____	_____
9. Provides a clean and safe environment following cleaning and sanitizing procedures.	_____	_____	_____	_____
10. Shares information appropriately with co-workers and promotes team work.	_____	_____	_____	_____
11. Follows agency procedure in all areas including personnel policies, child abuse/neglect, and corporal punishment policies.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section B: Classroom Management

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Assisting teacher in planning and providing individualized activities for all children, including children with IEP goals.	_____	_____	_____	_____
2. Maintaining classroom discipline using positive guidance techniques. Avoids overuse of time out.	_____	_____	_____	_____
3. Handling behavior problems--documents attempts to manage the behavior.	_____	_____	_____	_____
4. Ensuring completion of developmental/speech and language/DECA social/emotional screening in a timely way.	_____	_____	_____	_____
5. Enlisting and effectively using volunteers. Secures inkind.	_____	_____	_____	_____
6. Notifying teacher and/or appropriate management staff of parent concerns, negative center incidents, and other center problems. Seeks advice appropriately in dealing with such incidents.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section D: <u>Interaction with Parents</u>	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Completes required home visits/conferences in a timely manner. Submits documentation to HSO.	_____	_____	_____	_____
2. Assists in planning at least two parent-child events during the school year (such as open house or parent-child day).	_____	_____	_____	_____
3. Actively pursues the Head Start vision for Parent Involvement. Actively participates in child recruitment.	_____	_____	_____	_____
4. A member of a professional organization and an advocate for children/families.	_____	_____	_____	_____
5. Shares appropriate information with parents; sends home monthly calendars, menus, etc.	_____	_____	_____	_____
6. Participates in parent meetings as directed by the lead teacher/teacher.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section E: Recordkeeping/Professional Growth

- | | Unsatisfactory | Needs Improvement | Meets basic job requirements | Exceeds basic job requirements |
|--|----------------|-------------------|------------------------------|--------------------------------|
| 1. Assists in completion of all monthly reports and other required paperwork (such as tracking, bus paperwork, and Inventory). Submits reports in a timely manner. | _____ | _____ | _____ | _____ |
| 2. Assists teacher in completing daily attendance records and submitting to HSO as required. | _____ | _____ | _____ | _____ |
| 3. Attends and participates in center staff meetings. | _____ | _____ | _____ | _____ |
| 4. Assists teacher in maintaining center records appropriately and keeping them up to date (including LAP assessments). | _____ | _____ | _____ | _____ |
| 5. Attends inservices/workshops/conferences/courses to enhance personal and professional growth. For CDA holders, keeps CDA current. | _____ | _____ | _____ | _____ |
| 6. Accepts and uses training. | _____ | _____ | _____ | _____ |

Comments: _____

Goals: _____

Section F:

Work Habits

Unsatisfactory

Needs Improvement

Meets basic job requirements

Exceeds basic job requirements

- 1. Conforms to agency policies and procedures.
- 2. Dresses appropriately.
- 3. Maintains a clean and orderly workplace.
- 4. Contacts teacher/lead teacher if absence from work is expected.
- 5. Uses appropriate voice delivery and proper grammar.
- 6. Completes special assignments from supervisors.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

Goals:

Supervisor Completing Evaluation:

Date Completed:

ASSISTANT TEACHER SCORING PAGE

Step one						
# of "unsatisfactory"	Section A	Section B	Section C	Section D	Section E	Section F
# of "needs improvement"	x 0 = 0	x 0 = 0	x 0 = 0	x 0 = 0	x 0 = 0	x 0 = 0
# of "meets basic job requirement"	x 1 =	x 1 =	x 1 =	x 1 =	x 1 =	x 1 =
# of "exceeds basic job requirement"	x 2 =	x 2 =	x 2 =	x 2 =	x 2 =	x 2 =
	x 3 =	x 3 =	x 3 =	x 3 =	x 3 =	x 3 =

Total of each section. _____

Step two - Section average

Take the total of each section (from above) and divide by the number of items in each section to get the average for each section.

Section A total _____	divided by 11 = _____
Section B total _____	divided by 6 = _____
Section C total _____	divided by 11 = _____
Section D total _____	divided by 6 = _____
Section E total _____	divided by 6 = _____
Section F total _____	divided by 6 = _____

Overall average

Section A total (30%)* _____	+ _____
* (Record this total three times.)	+ _____
Section B total (20%)* _____	+ _____
* (Record this total two times.)	+ _____
Section C total (20%)* _____	+ _____
* (Record this total two times.)	+ _____
Section D total (10%) _____	+ _____
Section E total (10%) _____	+ _____
Section F total (10%) _____	+ _____
Total _____	_____
Total _____ divided by 10 = _____	(Overall Average)

Average 1.5 or less = Poor.	Average 1.6 - 1.9 = Needs Improvement	Average 2 - 2.84 = Satisfactory	Average > or 2.85 = Excellent
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Overall average score in poor or excellent range requires approval by Head Start Director.

Head Start Director _____

I have reviewed and discussed the performance notes and recommended improvements for this appraisal and received a copy for use in follow-up planning and performance reviews. Employee's signature does not necessarily indicate agreement with the appraisal, but signifies awareness of content.

Employee's Signature _____

Date _____

Rater's Signature _____

Date _____