

## 60-DAY CLASSROOM TEACHER / VOLUNTEER EVALUATION

Name: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
 Workstation: \_\_\_\_\_

Instructions: Place a (✓) check mark under the category (poor, fair, good) that best describes the employees performance in each area. Descriptions of behavior that would indicate "good" rating are listed under each sub-topic. Put a check mark in front of behavior descriptions that need improvement by the employee. You may also add specific improvements needed under "comments".

		Poor	Fair	Good
<b>1.</b>	<b>PROFESSIONALISM</b>			
1a.	Attendance	_____	_____	_____
	Is never or rarely absent			
	Contacts supervisor ahead of time when absence is unavoidable			
	Comments _____			
1.b.	Punctuality	_____	_____	_____
	Arrives on time, does not leave early			
	Notifies supervisor in advance if tardiness is unavoidable			
	Does not abuse breaks or planning time; leaves and returns as scheduled			
	Comments _____			
1.c.	Confidentiality	_____	_____	_____
	*Does not discuss children or families outside the program			
	Does not talk about children in front of children			
	Does not discuss children or families idly to other staff members. Avoids gossip.			
	Avoids inappropriate labels, such as "behavior problem."			
	Comments _____			
1.d.	Discipline	_____	_____	_____
	*Avoids all forms of corporal punishment and total isolation			
	*Avoids sarcasm, belittling, humiliation			
	Does not nag or threaten			
	Actively seeks to implement positive guidance techniques			
	Comments _____			
1.e.	Program Management	_____	_____	_____
	Attends staff meetings, trainings, and team meetings			
	Completes all required paperwork in a timely manner			
	*Accepts supervision; satisfactorily completes assigned tasks			
	Models pro-social behavior with other adults in classroom; interacts cordially with classroom staff; smiles; enthusiastically shares children's accomplishments			
	Comments _____			
1.f.	Parent / teacher interaction	_____	_____	_____
	Treats all parents with respect and dignity			
	Can state first and last names of all parents of children in their care			
	Follows through on parent requests			
	Keeps parents informed of their child's activities and of other pertinent information			
	Greets parents by name at pick-up and drop-off			
	Comments _____			

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		Poor	Fair	Good
2.	<b>STAFF - CHILD INTERACTION</b>			
2a.	Activity level	_____	_____	_____
	Seeks out children; initiates interactions			
	Is rarely a spectator; remains involved with children at all times			
	Responds to children's needs and requests			
	Reacts swiftly to conflict or to potentially dangerous behavior			
	Moves around the room and the playground			
	Stays focused on children at all times; avoids socializing with adults while on duty in the classroom			
	Comments _____			
2.b.	Warmth	_____	_____	_____
	Smiles frequently			
	Displays appropriate affection			
	Praises and encourages children frequently			
	Comments _____			
2.c.	Communication	_____	_____	_____
	Interacts with children at eye level			
	Uses a calm, sincere, and quiet tone of voice			
	Reflects children's language			
	Has a meaningful conversations with children			
	Talks to and responds to non-verbal children; keeps them informed about what's going on around them and what is happening to them			
	Describes activities, objects, relationships, and events			
	Models proper grammar			
	Asks open-ended questions			
	Comments _____			

*\*Denotes critical indicator*

Next evaluation is due \_\_\_\_\_ . (Must be no later than 5 months from hire date.)

On-site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (To be signed by management staff prior to review with employee)

I have reviewed the above evaluation.  
 Staff / Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Recommendations (check one):** (Not needed if all scores are good.)

- \_\_\_\_\_ Complete another written evaluation in 30 days
- \_\_\_\_\_ Increase supervision by immediate supervisor or \_\_\_\_\_  
 (Other Staff)
- \_\_\_\_\_ Develop a specific training plan as progress is not as expected. Summarize plan here.

- 1.
- 2.
- 3.