

**Sequatchie Valley Head Start
Teacher Performance Evaluation**

Name: _____

Date: _____

Check one: Annual Review
 Progress Review

Center: _____

Instructions: Lead teacher, 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 requirements
1. Good quality lesson plans posted daily & evaluated weekly.	_____	_____	_____	_____
2. Lesson planning done in cooperation with teacher assistant.	_____	_____	_____	_____
3. Supervision-Ensures children have adult supervision at all times, including during mealtime, toileting, rest time (if applicable), and on bus.	_____	_____	_____	_____
4. Playground supervision-Ensures children have adult supervision at all times. Includes positioning self to provide for children's safety.	_____	_____	_____	_____
5. Work attendance.	_____	_____	_____	_____
6. Punctuality-Arrives on time, prepared with materials ready.	_____	_____	_____	_____
7. Plans a variety of developmentally appropriate activities/effectively arranges classroom.	_____	_____	_____	_____
8. Displays an understanding of child development and early childhood education/practices confidentiality.	_____	_____	_____	_____
9. Provides a clean and safe environment following cleaning and sanitizing procedures.	_____	_____	_____	_____
10. Involves cook in classroom/parent nutrition activities.	_____	_____	_____	_____
11. Shares information appropriately with co-workers and promotes team work. Attends/participates in center staff meetings.	_____	_____	_____	_____
12. Assists in monitoring center for compliance in all areas including personnel policies, child abuse/neglect, corporal punishment policies, state/federal health regs.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section B: <u>Classroom Management</u>	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Individualizing activities for all children.	_____	_____	_____	_____
2. Documents IEP goals weekly on lesson plans.	_____	_____	_____	_____
3. Maintaining classroom discipline using positive guidance techniques. Avoids overuse of time out.	_____	_____	_____	_____
4. Handling behavior problems-documenting attempts to manage the behavior	_____	_____	_____	_____
5. Ensuring completion of developmental/speech and DECA social/emotional screenings in a timely manner.	_____	_____	_____	_____
6. Enlisting and effectively using volunteers. Secures inkind.	_____	_____	_____	_____
7. Notifying lead teacher and/or appropriate management staff of parent concerns, negative center incidents, and other center problems and seeking 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. Assists/Participates in parent meetings as directed by Lead Teacher. Sends notes home to parents informing them of upcoming parent meeting.	_____	_____	_____	_____

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, inventory, inkind, etc.) Submits to HSO in a timely manner.
2. Ensures daily attendance records are completed timely and submitted to HSO as required.
3. Provides documentation for teacher assistant's center documentation file, using "Caught You Being Good: notes and "For Your Information: Performance Note for Documentation File" forms/keeping a current documentation file for teacher assistant.
4. Ensures center records are maintained appropriately and kept up to date (including LAP assessments).
5. Attends inservices/workshops/conferences/courses to enhance personal and professional growth; keeps CDA current, if applicable.
6. Accepts and used training; will to train others.

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 lead teacher if absence from work expected.
5. Uses appropriate voice delivery and proper grammar.
6. Completes special assignments from supervisors.

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

Comments:

Supervisor completing evaluation: _____

Date completed: _____

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 12 = _____
 Section B total _____ divided by 7 = _____
 Section C total _____ divided by 13 = _____
 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 _____