

**Sequatchie Valley Head Start
Team Leader Performance Evaluation**

Name: _____

Date: _____

Check one: Annual Review
 Progress Review

Center: _____

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. Good quality lesson plans posted daily and evaluated weekly.	_____	_____	_____	_____
2. Lesson planning done in cooperation with teacher(s) and teacher assistant.	_____	_____	_____	_____
3. Supervision-Ensures children have adult supervision at all times, including during mealtime, toileting, rest time (if applicable), 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 (a center team approach).	_____	_____	_____	_____
12. Monitors center for compliance in all areas including personnel policies, child abuse/neglect, corporal punishment policies, state/federal health regulations.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section B: <u>Classroom Mgt/Problem Solving</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 plan	_____	_____	_____	_____
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 center completion of development/speech and language/DECA social-emotional screenings in a timely manner.	_____	_____	_____	_____
6. Enlisting and effectively using volunteers. Securing inkind.	_____	_____	_____	_____
7. Notifying 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 C: <u>Dealing with Children/Staff</u>	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Attitude toward:				
a. Children	_____	_____	_____	_____
b. Parents	_____	_____	_____	_____
c. Other center staff	_____	_____	_____	_____
d. Management staff	_____	_____	_____	_____
e. Volunteers	_____	_____	_____	_____
2. Ability to work with others /uses a team approach.	_____	_____	_____	_____
3. Responsibility				
a. Reliability when not supervised	_____	_____	_____	_____
b. Initiative	_____	_____	_____	_____
c. Taking responsibility	_____	_____	_____	_____
4. Adaptability				
a. To schedule- work hours that may change, working extra hours, if needed	_____	_____	_____	_____
b. Accepting and benefiting from constructive criticism	_____	_____	_____	_____
5. Supervising assistant teacher (and other center teacher if in a multi-class center) and other center staff; training others in needed skills and providing effective feedback and documentation in center personnel documentation files of ongoing performance.	_____	_____	_____	_____
6. Supervising cook(s) to ensure quality/quantity in preparation of meals, and quality in sanitation, and cook paperwork.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section D: <u>Interaction with Parents/Community</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. Plans 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 FPA in planning of parent meetings, sends parent notes home informing them of parent meetings, participates in parent meetings or sends an alternate teaching staff if unable to attend.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section E: Recordkeeping/Professional Growth

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
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1. Ensures completion of all monthly reports and other required paperwork, including inventory, inkkind, and bus paperwork, etc. Submits to HSO in a timely manner. _____
2. Ensures daily attendance records are complete timely and submitted to HSO as required. (Check with Julie). _____
3. Documents center staff meetings, at least monthly, and submits documentation to HSO. Documents employee performance (for center staff) throughout the school year on "Caught You Being Good" forms and "For Your Information: Performance Note for Documentation File" forms/ keeping a current documentation file for staff. _____
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 uses training; willing to train others. _____

Comments: _____

Goals: _____

Section F:

Work Habits

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

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

Comments: _____

Goals: _____

Supervisor completing evaluation: _____

Date: _____

Team Leader SCORING PAGE

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

Overall Averages			
Average 1.5 or less = Poor.	Average 1.6 - 1.9 = Needs Improvement	Average 2 - 2.84 = Satisfactory	Average > or 2.85 = Excellent

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

 Ratee's Signature

 Date