



## Classroom Staff PERFORMANCE APPRAISAL

\_\_\_\_\_  
Name

\_\_\_\_\_  
Hire Date on File

\_\_\_\_ Self-Evaluation

\_\_\_\_ Teacher Assistant Evaluation

\_\_\_\_ Supervisor's Evaluation

\_\_\_\_ Co-teacher Evaluation

Have you taken a course in the last year? Name of Course: \_\_\_\_\_.

Attach an official copy of your transcript. Must turn in transcript with Appraisal

	Need improvement	On Target	Expert		
a. Promptness/Attendance/Flexibility.....	1	2	3	4	5
b. Professional appearance/following dress code	1	2	3	4	5
c. Attitude/Self-Motivation.....	1	2	3	4	5
d. Takes & uses constructive criticism.....	1	2	3	4	5
e. Initiative/Innovation.....	1	2	3	4	5
f. Confidentiality.....	1	2	3	4	5
g. Ability to take direction/follow instructions	1	2	3	4	5
h. Competence/Classroom integrity.....	1	2	3	4	5
i. Communicates well with parents/activities/supplies/clothes	1	2	3	4	5
j. Parent Satisfaction/Survey results.....	1	2	3	4	5
k. Attends programs Christmas/Spring/Graduation	1	2	3	4	5
l. Room/Floor/Shelves etc. clean/organized	1	2	3	4	5
m. Keeps chemicals, medicine, diaper creams, sunscreen, purses etc., locked & out of reach of children/Permission slips correct & up to date .....	1	2	3	4	5
n. Incident Reports/Morning health check, completed	1	2	3	4	5
o. Responds quickly to children's needs/Knows # of children in care at all times & counts when moving from one place to another .....	1	2	3	4	5
p. Children kept/sent home clean (nose wiped/shoes tied etc)	1	2	3	4	5
q. No difficulties in Properly Following instructions for "requesting time off" .....	1	2	3	4	5

### Activity Plans /Implementing Curriculum

a. appropriate/well thought-out & planned activities	1	2	3	4	5
b. turned in to be reviewed on time.....	1	2	3	4	5
c. Prepared for activities/stays on schedule	1	2	3	4	5
d. Makes learning fun/uses resource material	1	2	3	4	5
e. Children prepared for Christmas Program, Spring Program and Graduation	1	2	3	4	5
f. Children goals met? Sleeping independently, sign language, Potty training/potty trained, recognizing 1 <sup>st</sup> letter of name,					

colors, shapes, alphabet, numbers/counting, writing their names, using scissors, sight words (assessment performance)	1	2	3	4	5
g. Writing skills (children: Pre-K writes name on everything, Jr traces name, SPS traces first letter of name)	1	2	3	4	5

**Classroom Management**

a. Gives hugs often.....	1	2	3	4	5
b. Redirects to appropriate behavior/avoids Time Out	1	2	3	4	5
c. patience/tolerance/intervenes before negative behavior starts/responds more often positive than negative	1	2	3	4	5
d. Children serve themselves lunch/snack daily	1	2	3	4	5
e. Children brush their teeth daily/comb hair	1	2	3	4	5
f. Does gross motor play indoors when actively raining	1	2	3	4	5
g. Observations no repeat concerns .....	1	2	3	4	5
h. Learning stations orderly in compliance/teaches class to take care of equipment, low breakage rate	1	2	3	4	5

**Art Activities** are age appropriate with 80% done by children (Pre-K: trace, cut, glue) (Jr: cut, glue) (SPS: cut, paint, color) (Tod/FPS color, paint) .....

1	2	3	4	5
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**Staff Professional Development Plan:**

Obtained needed # of training hours.....	1	2	3	4	5
Number of training Hours required _____ Number obtained _____					

Current # early childhood semester hours completed \_\_\_\_\_

Education; taken @ Community College semester \_\_\_\_\_/class \_\_\_\_\_

Workshops needed or suggested: \_\_\_\_\_

Self-Help: Reading or Observing On the Job \_\_\_\_\_

General Comments/Strategies for improvement from Staff Member:

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General Comments/Strategies for improvement from Evaluator:

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Constructive Advice Memo: none: \_\_\_\_\_ or date: \_\_\_\_\_ Remember a Constructive Advice Memo disqualifies employees of a raise for one year.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
date of review

\_\_\_\_\_  
Evaluator's Signature