

Staff Evaluation Form

Date Complete: _____

Staff Name: _____

Evaluated by: _____

Scale:

| | | | |
|--|-----------------------|-------------------------|-----------------------------|
| | 1 - Needs improvement | 2 - Met the expectation | 2 - Exceeds the expectation |
|--|-----------------------|-------------------------|-----------------------------|

Interacting with Children

| | Score |
|--|-------|
| Has a warm, caring attitude (e.g. greets children at dropoff and pickup) | |
| Is eye-level with children | |
| Uses appropriate tone and pitch | |
| Facilitates and scaffolds skills (e.g. problem-solving) in an appropriate manner | |
| Reinforces behavior in an appropriate manner | |
| Respects individual differences | |
| Notes: | |

Program Implementation

| | Score |
|---|-------|
| Has knowledge of child development and developmentally-appropriate activities | |
| Plans developmentally appropriate activities | |
| Creates and maintains a safe learning environment | |
| Plans, implements, and follows up on observations consistently | |



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| | |
|--------------------------------|--|
| Plans for transitions | |
| Responds to each child's needs | |
| Notes: | |

| Professional Attitude | |
|--|-------|
| | Score |
| Supports and implements program's educational philosophy | |
| Satisfactorily meets the job description | |
| Has reliable attendance and is punctual | |
| Displays a positive attitude | |
| Adheres to program's policies and procedures for employees | |
| Notes: | |

| Collaboration | |
|--|-------|
| | Score |
| Communicates in a clear, direct manner with colleagues | |
| Open to and offers constructive feedback | |
| Respectful to administration and colleagues | |
| Notes: | |

