

Beanstalk

Performance Appraisal-Teacher/Supervisor

Employee Name _____ Date _____

Department _____ Date of last Appraisal _____

Type of Review () Annual () 3 Month

Definition of Performance Ratings

4-Exceeds standards- performance is exceptional in all areas and is recognizable as superior to others

3- Meets standards- Competent and dependable level of performance

2- Improvement needed, performance is deficient in certain areas

1- Unsatisfactory-Results are generally unacceptable and require immediate improvement

Performance Area	Rating (check rating)			
Indoor/Outdoor Classroom Environment	1	2	3	4
Follows appropriate cleaning and sanitizing procedures				
Creates and maintains enriching learning centers				
Assesses and handles environmental hazards/concerns effectively and in a timely manner				
Carries out emergency procedures				
Properly cares for materials and equipment				
Supervision of Care and Learning	1	2	3	4
Assists children with self-care and supports children to acquire self-help skills (handwashing, toileting etc.)				
Maintains and ensures active supervision of children at all times				
Teaches and follows a consistent daily schedule				
Plans for and carries out transitions effectively				
Teaches and enforces safety expectations and rules				
Handles child and staff accident/injuries appropriately				
Ensures compliance with ratio and group size regulations				

Relationships, Interaction & Guidance	1	2	3	4
Implements and models appropriate child guidance strategies Builds positive relationships with all children Responds sensitively to children's needs in a timely manner Help children identify and appropriately express their feelings Creates a classroom climate that builds trust and fosters independence and self-esteem Effectively documents and manages challenging behaviors				
Curriculum & Activities	1	2	3	4
Plans and implements curriculum that draws on children's interests and developmental learning needs Uses observations and assessment data to guide instruction and curriculum planning Uses a variety of resources (i.e. Learning Foundations, Frameworks, Developmentally Appropriate Practice) to inform planning for individual and groups of children Plans activities that foster development in all learning domains				
Family/Community Engagement	1	2	3	4
Builds and maintains positive relationships with families and works with families to understand children's needs and to set goals Encourages family involvement and participation Shows respect for and is responsive to families' culture, values, and traditions Reports families' concerns to Supervisor in a timely manner Implements family and community engagement activities				
Assessing Children's Learning and Development	1	2	3	4
Collects and uses multiple sources of information to assess children's learning Completes Desired Results Developmental Profiles(DRDP) for each child as assigned by designated due dates Communicates regularly with families and other partners as applicable about child's progress and holds at least 2 formal parent/teacher conferences for each child as assigned				

Professionalism	1	2	3	4	
Understands and complies with confidentiality and maintains professional boundaries					
Complies with agency's policies and procedures					
Comes prepared to work and manages time effectively					
Interacts respectfully with co-workers and supervisor					
Works cooperatively as part of the team					
Is open to new ideas and willingly takes constructive criticism					
Has appropriate attire and grooming					
Attendance	1	2	3		
Consistently comes to work according to prescribed schedule					
Observes prescribed break/meal periods					
Clocks in/out as required					
Administration and Supervision of Programs	1	2	3	4	N/A
Ensures a safe and healthy indoor & outdoor environment according to Title 5 and Title 22 Regulations					
Ensures the timely resolution of maintenance and facility issues					
Creates and maintains a positive and collaborative relationship with Elementary School representatives and other community partners					
Ensures the creation and implementation of enriching, developmentally appropriate and culturally responsive curriculum plans					
Ensures the timely completion and submission to Beanstalk Management of Self-Review components (DRDP's, Conference forms, ECERS, Summary of Findings etc.)					
Ensures program has the necessary food, materials and supplies needed for successful day to day operation					

Please provide explanation here for any performance area rated above or below a 3:

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____