

## Employee performance Notes/Evidence –IA

<b><i>Performance Area</i></b>	<b><i>Notes/evidence</i></b>
<p><b>Indoor/Outdoor Classroom Environment</b></p> <p>Follows appropriate cleaning and sanitizing procedures</p> <p>Assists teacher with classroom set-up of materials</p> <p>Reports environmental hazards/concerns in a timely manner</p> <p>Properly cares for materials and equipment</p>	
<p><b>Supervision of Care and Learning</b></p> <p>Assists children with self-care (handwashing, toileting etc.)</p> <p>Practices active supervision of children at all times</p> <p>Enforces safety expectations and rules</p> <p>Responds effectively to child accident/injuries</p>	
<p><b>Relationships, interaction and Guidance</b></p> <p>Follows appropriate child guidance strategies</p> <p>Interacts positively with children throughout the day</p> <p>Responds sensitively to children’s needs in a timely manner</p> <p>Aims to understand and respects children’s feelings</p> <p>Shows interest and enthusiasm around children’s accomplishments</p>	
<p><b>Curriculum &amp; Activities</b></p> <p>Assists with Setting up and carrying out planned activities</p> <p>Assists with the preparation of learning materials</p> <p>Shares informal observations with teachers to assist with curriculum planning</p>	

<b><i>Performance Areas</i></b>	<b><i>Notes/evidence</i></b>
<p><b>Family/Community Engagement</b>  Interacts positively with families  Shows respect for families' culture, values, and traditions  Reports families' concerns to Supervisor in a timely manner  Assists with and participates in family and community engagement activities</p>	
<p><b>Assessing Children's Learning and Development</b>  Shares informal observations to assist with assessments  Collects children's art/work samples to assist with assessments</p>	
<p><b>Professionalism</b>  Understands and complies with confidentiality  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  Willingly takes constructive criticism  Has appropriate attire and grooming</p>	