

Child Care Staff Evaluation & Assessment Form



Staff Evaluation

Employee _____

Date of Evaluation _____

Date of Hire _____

Evaluation Period _____

Classroom Age Level INFANTS TODDLERS PRIMARY

To Be Completed by Director – Rank the Employee

For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank 3 or lower.

5 Has mastered this area and could teach others

4 Is strong in this area, but could improve

3 Is average in this area

2 Is below average in this area and could learn more about this

1 Needs help with this to be more effective

Comments by Director:

We have discussed and agreed with this evaluation for the current year.

Director Signature _____ Date _____

Employee Signature _____ Date _____

Professional Conduct

- _____ Works when scheduled
- _____ Arrives at work on time
- _____ Gives ample notice for absences
- _____ Dresses appropriately for working with young children
- _____ Maintains confidentiality concerning children
- _____ Maintains good working relationships with other staff members
- _____ Works as a team player, completing job tasks in a timely manner
- _____ Conversations relate to the children and work at the center and not personal information
- _____ Open to constructive criticism

Skills Working with Children

- _____ Presents a friendly and warm demeanor
- _____ Gets down on the floor with the children
- _____ Shows respect for individuals
- _____ Encourages independence/self help
- _____ Promotes self-esteem in communications
- _____ Avoids labeling of children
- _____ Reinforces positive behavior
- _____ Speaks to children regularly using positive phrases and tone
- _____ Good sanitary practices (hand-washing for self and children as required, classroom environment, etc.)

Skills Working with Parents

- _____ Listens and responds well to parents
- _____ Is tactful when discussing children
- _____ Seeks partnership with parents
- _____ Has good relationships with parents
- _____ Regularly communicates with parents verbally and in writing as needed
- _____ Greets parents by name and with a smile
- _____ Is available and approachable with parents

Skills Working in Classroom

- _____ Reads to children in small groups several times a day
- _____ Develops and implements daily lesson plans based on thematic units
- _____ Provides developmentally appropriate activities
- _____ Uses learning centers in the classroom in appropriate ways
- _____ Provides a creative and inviting learning environment
- _____ Sets up room before children arrive
- _____ Speaks to children using positive phrases using a positive tone
- _____ Maintains a clean and orderly environment
- _____ Learning materials are rotated in and out regularly

Professional Development

- _____ Attends all staff development meetings
- _____ Shows improvement in areas on which they have received training
- _____ Uses new instructional strategies
- _____ Seeks additional educational credential or degree in the field