EARLY CHILDHOOD TEACHING STAFF EVALUATION

To Be Completed by Director/Coordinator for Each Teacher and Asst. Teacher

| Program Name: ________________________________ | Position (check one): |
| MDH License Number (if applicable): ___________ | □ Teacher |
| Date of Evaluation: __________________________ | □ Asst. Teacher |
| Employee Name: ______________________________ | Classroom (check one): |
| Employment Start Date: ________________ | □ Infants |
| | □ Toddlers |
| | □ Preschool-Aged Children |

To Be Completed by Director or Coordinator

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

Professional Conduct

- ______ Attendance
- ______ Arrives at work on time
- ______ Dress is appropriate
- ______ Maintains confidentiality concerning children
- ______ Maintains a good working relationship with other staff members
- ______ Works as a team player, completing job tasks in a timely manner
- ______ Conversations relate to the children and the work at the center and not personal information

Teaching Interaction

For Teachers of Infants

- ______ Provides nurturing behaviors to the infants by picking them up, holding and rocking them throughout the day
- ______ Reads stories to the infants daily while holding them
- ______ Feeds the infant while holding him or one on one in a high chair
- ______ Talks to the infant while feeding and diapering
- ______ Plays with the infant on the floor for a portion of the day
- ______ Provides learning aids to the infant and talks about them with the infant
- ______ Encourages the infant to sit, roll over, scoot, crawl, stand and walk during as she grows older, following developmental guidelines

Quality Step Star(s): 2-5
Quality Step Item(s): 2.3.3, 3.3.3, 4.3.3, 5.3.3

Earn Your Stars! The Step-by-Step Workbooks for Programs in the Mississippi Child Care Quality Step System
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______ Practices appropriate sanitary practices such as always washing their hands after changing an infant and washing the infants’ hands as well

For Teachers of Toddlers
______ Reads to the children in small groups or individually daily
______ Practices appropriate sanitary practices such as always washing a child’s hands after assisting the child in using the restroom/diapering and assisting the child in washing his hands
______ Talks to the children while eating with them or feeding them
______ Assists children in becoming more independent in areas such as dressing and eating
______ Engages the children in games promoting language and gross motor skills
______ Introduces the children to painting and drawing and dramatic play activities

For Teachers of Preschool-Aged Children
______ Follows Mississippi Early Learning Guidelines in daily teaching
______ Reads to the children in small groups three times a day
______ Develops and implements daily lesson plans based on thematic units
______ Uses learning centers in the classroom in appropriate ways
______ Engages the children in conversation, both in individual and small group settings
______ Uses Response to Intervention strategies

Professional Development
______ Attends all staff development meetings
______ Attends training on the topics needed to learn best practices for supporting the development of infants
______ Shows improvement in areas on which they have received training
______ Uses new instructional strategies
______ Seeks additional educational credential or degree in the field

Comments by Director/Coordinator

______________________________

To Be Completed by the Director/Coordinator and Teacher/Asst. Teacher

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

Signature: ___________________________ (Director/Coordinator)  Date: ______________

Signature: ___________________________ (Teacher/Asst. Teacher)

Quality Step Star(s): 2-5
Quality Step Item(s): 2.3.3, 3.3.3, 4.3.3, 5.3.3