

B-Beginning D-Developing M-Mastery NA-Not Applicable

General Requirements

Child Growth and Development

Sample Staff Evaluation Form

This sample Staff Evaluation Form is a condensed version of the Early Childhood Professional Core Content Self-Assessment Form. This content is only based off a level one competency. To use this form, have your employee read each competency or skill and determine what their current level of knowledge is on the subject areas by using the descriptors below. Once the employee has completed their assessment then it is your turn. Look over the subjects areas and rate the employee's knowledge based on your observations. Now you are ready to sit one on one with your employee and go over the results. By filling out this evaluation form collectively you have identified areas of improvement. At this point together you can discuss future goals and professional development i.e. training classes, workshops, conferences and program visits.

B- Beginning I need more information in this area.

D- Developing I have some knowledge and skill, but would like more information and/or training.

M-Mastery I have knowledge and skill in this area and do not need additional information or training at this time.

If you would like a more extended version of this form please visit:

http://www.kentuckypartnership.org/Libraries/TIPP_Training_Resources/All_Levels_Self-Assessment_Forms.sflb.ashx

If you would like a more extended explanation of the subject areas please visit:

http://www.kentuckypartnership.org/Libraries/TIPP_Training_Resources/Level_1_Self-Assessment_Form.sflb.ashx

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Knowledge and Skill Examples	Self-Assessment	Administrator Assessment	Goals for Improvement for Professional Development
Demonstrates general principles of development that provide age appropriate program planning.			
Demonstrates knowledge of social/emotional, physical/motor, language and cognitive areas of development.			
Demonstrates knowledge of diversity in the classroom.			

Health Safety and Nutrition

Demonstrates procedures for supervising children's activities to prevent illness and injuries.			
Follows regulations and written policies regarding health, safety and sanitation across multiple settings.			
Practicing fire, tornado, earthquake and manmade disaster drills.			
Demonstrates proper techniques for preventing illness i.e. hand washing, diaper changing, cleaning and sanitizing.			
Follow regulations for appropriate response to and documentation of injuries or accidents. Reporting Child Abuse and Neglect.			
Follow regulations and policies for administration of medication.			
Follows regulation for food storage, preparation, serving, and clean-up.			

Professional Development\Professionalism

Maintains confidentiality.			
Participates in Professional Development.			
Develop and implement a written professional development plan.			
Demonstrates dependable responsible behavior including teamwork.			

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Learning Environment\Curriculum

Maintains materials in the classroom that allow appropriate independence, physical development, and appropriate curriculum.			
Follow established routines.			
Respond positively and encourage children to communicate.			
Supports children in opportunity be successful.			
Follows program rules and activities.			
Use non-biased materials.			
Supports a variety of age appropriate materials in the classroom.			
Applies knowledge to support children social\emotional, physical and cognitive domains.			
Demonstrates appropriate child\adult interaction.			
Developing a positive collaborating relationships with families.			

Child Assessment

Implements good record keeping skills on the child's development.			
Collaborate with teachers and parents on implementing assessment procedures.			

Family and Community Partnerships

Maintains open communication with families.			
Warm and welcoming toward families.			

Program Management

Adhere to program policies, regulations, and child records.			
Assist program with evaluations by providing input.			

Current Program Position: _____

Date: _____

Supervisor Signature: _____

Staff Evaluation Form

Name _____

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