



## Preschool Teacher Appraisal Supplement

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Purpose of this appraisal is to review job performance in specific areas related to preschool teaching and recognize possibilities for job growth and individual development.

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Name:	Location/Site:
Job Title:	Appraisal Date:

Supervisor:

Date:

*The employee's signature below indicates that this appraisal has been reviewed with him/her. It does not necessarily indicate agreement with the contents. The purpose of this document is to evaluate performance specific to preschool teaching and does not guarantee a salary adjustment. Compensation will be considered based on the employee's overall performance and budgetary guidelines.*

Employee:

Date:

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Scoring- 5: Exceeds expectations 4: Meets expectations 3: Development Needed 2: Training Needed 1: No compliance

1. INTERACTION WITH CHILDREN	SCORE	COMMENTS
<input type="checkbox"/> Friendly, warm and affectionate		
<input type="checkbox"/> Responds quickly to crying or injured children		
<input type="checkbox"/> Speaks to children at their eye level		
<input type="checkbox"/> Talks individually with children to encourage language by engaging in give and take conversation: actively listens and attentively responds		
<input type="checkbox"/> Shows respect for individuals		
<input type="checkbox"/> Avoids stereotyping and labeling		
<input type="checkbox"/> Encourages independence and self-help		
<input type="checkbox"/> Uses positive discipline techniques		
<input type="checkbox"/> Facilitates/mediates children's emotions by comforting, identifying, reflecting feelings and encouraging positive coping skills.		
<input type="checkbox"/> Is aware of individual developmental levels		
<input type="checkbox"/> Records regular observations of children for use in assessments		
	/55	

2. PARENT INTERACTION	SCORE	COMMENTS
<input type="checkbox"/> Available and approachable with parents		
<input type="checkbox"/> Listens and responds well to parents		
<input type="checkbox"/> Is tactful with negative information		
<input type="checkbox"/> Shows respect for those from diverse backgrounds		
<input type="checkbox"/> Maintains confidentiality		
<input type="checkbox"/> Seeks partnership with parents		
<input type="checkbox"/> Regularly shares information about the child's progress		
<input type="checkbox"/> Participates in parent conferences		
<input type="checkbox"/> Maintains a friendly but professional relationship		
<input type="checkbox"/>	/45	

3. CLASSROOM MANAGEMENT	SCORE	COMMENTS
<input type="checkbox"/> Creates an inviting learning environment		
<input type="checkbox"/> Maintains a safe environment		
<input type="checkbox"/> Provides age appropriate activities		
<input type="checkbox"/> Facilitates growth in all areas of development		
<input type="checkbox"/> Serves as an appropriate role model		
<input type="checkbox"/> Anticipates problems and redirects behavior		
<input type="checkbox"/> Is flexible, responsive to children's needs		
<input type="checkbox"/> Is prepared for the day's activities		
<input type="checkbox"/> Handles transitions well		
<input type="checkbox"/> Adjusts to unexpected situations in a relaxed manner without upsetting children.		
<input type="checkbox"/>	/50	

4. PROGRAM CURRICULUM DEVELOPMENT	SCORE	COMMENTS
<input type="checkbox"/> Plans and provides a variety of developmentally appropriate hands-on activities that:	/7	
<input type="checkbox"/> Develop social skills		
<input type="checkbox"/> Promote positive self-concept		
<input type="checkbox"/> Encourage thinking/reasoning/questioning/ experimenting		
<input type="checkbox"/> Enhance physical development		
<input type="checkbox"/> Encourage healthy, safe and nutritional practices		
<input type="checkbox"/> Encourage creative expression		
<input type="checkbox"/> Respect cultural diversity		
<input type="checkbox"/> Provides materials and time for children to choose play		
<input type="checkbox"/> Plans and conducts smooth transitions between activities		
<input type="checkbox"/> Maintains child portfolios		
<input type="checkbox"/> Develops and implements behavior learning plans for individual children		
<input type="checkbox"/> Assists Director in maintaining program quality using ECERS assessment tool.		
<input type="checkbox"/> Makes use of children's assessments as a tool to plan for specific curriculum needed		
<input type="checkbox"/> Displays children's open-ended art work for all to see		
<input type="checkbox"/> Labels and organizes materials		
<input type="checkbox"/> Plans outdoor activities based on the children's needs and interests		
<input type="checkbox"/> Provides cooperative, non-competitive games and activities		
<input type="checkbox"/> Maintains inventory or supplies and materials needed		
<input type="checkbox"/>	/62	

5. HEALTH AND SAFETY MAINTENANCE	SCORE	COMMENTS
<input type="checkbox"/> Ensures that children are under adult supervision at all times		
<input type="checkbox"/> Ensures that children are dressed appropriately for play indoors and outdoors		
<input type="checkbox"/> Assists children, and other staff, in keeping facility areas clean, safe and litter free		
<input type="checkbox"/> Washes hands at appropriate times		
<input type="checkbox"/> Takes appropriate action if equipment or facility is in need of repair		
<input type="checkbox"/> Assists children with toileting and hand washing when necessary		
<input type="checkbox"/> Takes responsibility to lock up all potentially dangerous products such as medicines and cleaning supplies		
<input type="checkbox"/> Demonstrates knowledge of the procedures for reporting suspected child abuse and/or neglect		
<input type="checkbox"/> Maintains an awareness of the whole classroom even when working with individual children or small group		
<input type="checkbox"/> Is knowledgeable of opening and closing procedures		
<input type="checkbox"/> Follows all BGCNLT's health and safety procedures		
<input type="checkbox"/>	/55	