



BOYS & GIRLS CLUB
OF NORTH LAKE TAHOE

Preschool Teacher Appraisal Supplement

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.

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:

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	