

TEACHING STAFF OBSERVATION
(Use as needed and for New Staff observations for Performance Evaluations))

CENTER _____ STAFF MEMBER _____

DATE _____ OBSERVER _____ POSITION _____

RATINGS ON THIS OBSERVATION WILL BE USED TO DETERMINE EVALUATION SCORES

CATEGORY RATING: 5 - ALWAYS 4 -ALMOST ALWAYS 3 -USUALLY 2 - SOME OF THE TIME 1- SELDOM 0 -NEVER
 N/A = NOT OBSERVED AT THIS TIME

A Rating of at Least '3' is Expected — Explain any ratings other than '3'

| OBSERVED PERFORMANCE | Score | COMMENTS |
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| 1. TEACHING TASKS - CARRIES OUT THE DAILY EDUCATIONAL AND ENRICHMENT ACTIVITIES FOR EACH CHILD | | |
| A. Shows progress in completing lesson plans (completes lesson plans for one week of each month during the school year) | | |
| B. Shows progress in planning individualized objectives for each child based on classroom assessment by observing children and giving input on needs | | |
| C. Uses open-ended questions | | |
| D. Keeps attention on classroom duties | | |
| E. Avoids the role of referee/allows children to solve their own problems | | |
| F. Supervises children in group activities - participates/monitors during group time | | |
| G. Engages children in group games, art activities, songs, acting out stories, etc. | | |

| OBSERVED PERFORMANCE | | |
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| 2. RELATES POSITIVELY TO CHILDREN | | |
| A. Initiates interactions with children; Interacts continuously; communicates frequently with children | | |
| B. Handles discipline situations appropriately | | |
| C. Reinforces established limits consistently and effectively | | |
| D. Remains impartial in dealing with children/avoids comparisons of children to each other | | |
| E. Interacts with children during meal times making it a part of the learning process | | |
| F. Facial expression and body language is comforting/makes eye contact frequently with children | | |
| G. Observes children's developmental progress in daily activities and makes referrals to the teacher regarding specific concerns | | |

| OBSERVED PERFORMANCE | | |
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| 3. CLASSROOM MANAGEMENT TASKS - MAINTAINS AN ENVIRONMENT WHICH ENHANCES THE GROWTH AND DEVELOPMENT OF CHILDREN | | |
| A. Maintains teaching aids in a neat and orderly fashion | | |
| B. Operate and request repairs as needed for audio-visual (tape recorder/record player,etc) equipment | | |
| C. Classroom cabinets, closets, etc., are kept orderly, clean and locked | | |
| D. Coordinates display of each child's art work periodically | | |

| OBSERVED PERFORMANCE | | |
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| 4. SAFETY - CONDUCTS ALL DUTIES IN SUCH A MANNER AS TO PROTECT THE HEALTH AND SAFETY OF THE CHILDREN | | |
| A. Supervises children at all times, especially during transitions | | |
| B. Enforces established safety rules | | |
| C. Intervenes in situations where a child's health or safety is at risk | | |
| D. Remains alert to total group (even when working with a small group) | | |
| E. Checks playground daily for safety hazards, referring concerns supervisor | | |
| F. Follows agency procedures for handling/reporting accidents, bloodborne pathogens, medication | | |

| OBSERVED PERFORMANCE | | |
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| 5. RECORD KEEPING-MAINTAINS RECORDS AND DOCUMENTATION AS OUTLINES BY POLICIES AND PROCEDURES | | |
| A. Shows progress in maintaining the children's comprehensive file | | |
| B. Shows progress in completing assessments as assigned | | |
| C. Shows progress in preparation of classroom attendance reports as instructed | | |
| D. Maintains confidentiality about families - does not discuss children or families with others | | |
| E. Encourages parents to participate in center activities | | |
| F. Communications with volunteers are calm and appropriate | | |
| G. Refrains from making judgements about parents | | |

Signature & Title - Observer

Date