

NEW TEACHING STAFF INTRODUCTORY 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
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		
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		
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		
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		
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

Teaching Staff Introductory Observation Instructions

1. Teaching Staff Introductory Observation will be used for the initial observation of new or transferring teaching staff prior to the 90 day evaluation.
2. Observation used to determine strengths and weaknesses of new teachers.
3. If issues and concerns are apparent:
 - issues & concerns should be followed up on.
 - additional Introductory Observation should be completed as needed.
4. Teaching Staff Introductory Observation will be attached to the 90 day evaluation.