

Employee performance Notes/Evidence –Teacher/Supervisor

Performance Area	Notes/evidence
<p>Indoor/Outdoor Classroom Environment</p> <p>Follows appropriate cleaning and sanitizing procedures</p> <p>Creates and maintains enriching learning centers</p> <p>Assesses and handles environmental hazards/concerns effectively and in a timely manner</p> <p>Carries out emergency procedures</p> <p>Properly cares for materials and equipment</p>	
<p>Supervision of Care and Learning</p> <p>Assists children with self-care and supports children to acquire self-help skills (handwashing, toileting etc.)</p> <p>Maintains and ensures active supervision of children at all times</p> <p>Teaches and follows a consistent daily schedule</p> <p>Plans for and carries out transitions effectively</p> <p>Teaches and enforces safety expectations and rules</p> <p>Handles child and staff accident/injuries appropriately</p> <p>Ensures compliance with ratio and group size regulations</p>	
<p>Relationships, interaction and Guidance</p> <p>Implements and models appropriate child guidance strategies</p> <p>Builds positive relationships with all children</p> <p>Responds sensitively to children’s needs in a timely manner</p>	

<p>Relationships, interaction and Guidance(continued) Help children identify and appropriately express their feelings</p> <p>Creates a classroom climate that builds trust and fosters independence and self-esteem</p> <p>Effectively documents and manages challenging behaviors</p>	
<p>Curriculum & Activities Plans and implements curriculum that draws on children’s interests and developmental learning needs</p> <p>Uses observations and assessment data to guide instruction and curriculum planning</p> <p>Uses a variety of resources (i.e. Learning Foundations, Frameworks, Developmentally Appropriate Practice) to inform planning for individual and groups of children</p> <p>Plans activities that foster development in all learning domains</p>	
<p>Family/Community Engagement Builds and maintains positive relationships with families and works with families to understand children’s needs and to set goals</p> <p>Encourages family involvement and participation</p> <p>Shows respect for and is responsive to families’ culture, values, and traditions</p> <p>Reports families’ concerns to Supervisor in a timely manner</p> <p>Implements family and community engagement activities</p>	

<i>Performance Areas</i>	<i>Notes/evidence</i>
<p>Assessing Children’s Learning and Development</p> <p>Collects and uses multiple sources of information to assess children’s learning</p> <p>Completes Desired Results Developmental Profiles(DRDP) for each child as assigned by designated due dates</p> <p>Communicates regularly with families and other partners as applicable about child’s progress and holds at least 2 formal parent/teacher conferences for each child as assigned</p> <p>Collects Ages and Stages Questionnaires (ASQ-3 & ASQ-SE) or declination statement on each child enrolled and tracks results and follow-up actions</p>	
<p>Professionalism</p> <p>Understands and complies with confidentiality</p> <p>Complies with agency’s policies and procedures</p> <p>Comes prepared to work and manages time effectively</p> <p>Interacts respectfully with co-workers and supervisor</p> <p>Works cooperatively as part of the team</p> <p>Has appropriate attire and grooming</p>	

<i>Performance Areas</i>	<i>Notes/evidence</i>
<p>Attendance</p> <p>Consistently comes to work according to prescribed schedule</p> <p>Observes prescribed break/meal periods</p> <p>Clocks in/out as required</p>	
<p>Professional Growth</p> <p>Develops own professional growth plan and participates in professional growth activities</p> <p>Encourages and supports all staff and colleagues to establish professional development and career goals</p> <p>Is open to new ideas and willingly takes constructive criticism</p>	
<p>Administration and Supervision of Programs</p> <p>Ensures a safe and healthy indoor & outdoor environment according to Title 5 and Title 22 Regulations</p> <p>Ensures the timely resolution of maintenance and facility issues</p> <p>Creates and maintains a positive and collaborative relationship with Elementary School representatives and other community partners</p> <p>Ensures the creation and implementation of enriching, developmentally appropriate and culturally responsive curriculum plans</p>	

**Administration and Supervision
of Programs (continued)**

Ensures the timely completion and submission to Beanstalk Management of Self-Review components (DRDP's,

Conference forms, ECERS, Summary of Findings etc.)

Ensures program has the necessary food, materials and supplies needed for successful day to day operation