

**EARLY HEAD START TEACHER ASSISTANT
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
-----------------	-------------	--------------	----------------	------------------

A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.....1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner.....1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.....1 2 3 4 5

*Comments or examples:

B. Curriculum and Activities:

1. *Helps teacher to make sure the Curriculum and activities meet the children's Physical Needs, Social Needs, Emotional Needs, Health/Nutritional/Safety Needs, and Intellectual Needs1 2 3 4 5
2. Helps teacher carry through on individual goals.1 2 3 4 5
3. Carries out classroom activities in a timely manner.....1 2 3 4 5
4. Helps teacher evaluate effectiveness of activities1 2 3 4 5
5. Helps teacher coordinate activities.....1 2 3 4 5

*Comments or examples:

C. Assessment and Planning:

1. *Helps teacher assess each child's developmental needs in a timely manner.....1 2 3 4 5
2. Meets with all component coordinators in Comprehensive Staffing to develop and evaluate individual goals of the children, two times per year1 2 3 4 5
3. Confers with the supervisor on planned program activities1 2 3 4 5

*Comments or examples:

D. Safety and Health:

- 1. *Assist teacher to ensure children are constantly supervised with a ratio of 1:41 2 3 4 5
- 2. Shares the responsibility of maintaining an orderly and clean classroom and office; helps keep equipment in safe condition1 2 3 4 5
- 3. Emergency situations are handled quickly, calmly, and effectively.....1 2 3 4 5
- 4. Educates children during routines about health, safety, nutrition, basic skills and self control.....1 2 3 4 5

*Comments or examples:

E. Guidance:

- 1. Helps reinforce classroom rules and expectations consistently1 2 3 4 5
- 2. Teaches positive and appropriate behavior1 2 3 4 5
- 3. *Shows that behavior, not child, is unacceptable1 2 3 4 5
- 4. *Is physically and verbally nurturing and supportive.....1 2 3 4 5
- 5. Uses a variety of positive guidance techniques such as redirection and logical consequences, choices and directives.....1 2 3 4 5

*Comments or examples:

F. Self-Concept and Creative Expression:

- 1. Asks open-ended questions to promote problem solving and models creative thinking1 2 3 4 5
- 2. *Respects and values all verbal responses.....1 2 3 4 5
- 3. Encourages children to understand and express their feelings.....1 2 3 4 5
- 4. Respects cultural differences, and teaches anti-bias.....1 2 3 4 5

*Comments or examples:

G. Parent Involvement Duties:

- 1. Uses a variety of ways to communicate1 2 3 4 5
- 2. Knows and respects parent's values and goals for their children.....1 2 3 4 5
- 3. *Maintains confidentiality with all family matters.....1 2 3 4 5
- 4. Keeps parents informed of future activities and community events.....1 2 3 4 5
- 5. Promotes parent involvement in all activities.....1 2 3 4 5
- 6. Assists Teacher to involve parents in curriculum planning.....1 2 3 4 5

*Comments or examples:

H. Staff Communication and Team Membership:

- 1. Shares materials and information.....1 2 3 4 5
- 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling.....1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude.....1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members.....1 2 3 4 5

*Comments or examples:

I. Work Ethics:

- 1. *Comes to work on time1 2 3

- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
- 3. *Misses little time because of illness..... 1 2 3
- 4. Willingly accepts changes in program..... 1 2 3
- 5. Accepts and acts on constructive criticism..... 1 2 3
- 6. Follows through on accepted tasks or agreements..... 1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

EHS Teacher Assistant's Signature _____ Date _____

UMCHS/RVS 12/29/98

Rating Scale Explanation:

- 1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.
 Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.
 Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- Not eligible for merit increase**