

**FULL DAY TEACHER  
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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**A. General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned .....1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency .....1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community .....1 2 3 4 5
4. \*Keep current and accurate records that conform to program policies .....1 2 3 4 5
5. \*Maintain confidentiality in regards to staff and family information .....1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education .....1 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 supervisor .....1 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 Activities, Assessment and Planning:**

1. \*Involves parents in overall curriculum development.....1 2 3 4 5
2. \*Curriculum and activities are developmentally appropriate and are carried out according to program philosophy, policies and procedures .....1 2 3 4 5
3. Integrates individual goals into classroom and home visit .....1 2 3 4 5
4. Evaluates effectiveness of activities.....1 2 3 4 5
5. Assesses each child-s developmental needs in a timely and professional manner .....1 2 3 4 5
6. Meets with team members and component staff in Comprehensive Staffing to develop and evaluate goals and related objectives for children.....1 2 3 4 5
7. Activities for the full day are planned at least one week ahead .....1 2 3 4 5

\*Comments or examples:

**C. Home Visits:**

1. \*Completes required home visits.....1 2 3 4 5
2. Develops with parents individualized plans for each home visit.....1 2 3 4 5
3. Home visit activities utilize materials easily found in the home.....1 2 3 4 5

\*Comments or examples:

**D. Safety and Health and Nutrition:**

1. \*Children are constantly supervised.....1 2 3 4 5
2. Equipment is in safe condition.....1 2 3 4 5
3. \*Emergency drills are practiced and done proficiently.....1 2 3 4 5
4. Documents as required by the Child Care Division are maintained and posted.....1 2 3 4 5
5. Emergency situations are handled quickly, calmly, and effectively.....1 2 3 4 5

6. Shares the responsibility of maintaining an orderly and clean classroom ..... 1 2 3 4 5
  7. Educates children during routines about health, safety, nutrition, basic skills, self control and daily hygiene needs..... 1 2 3 4 5
  8. Includes children in the planning, selection and preparation of nutritious foods ..... 1 2 3 4 5
- \*Comments or examples:

**E. Classroom Environment:**

1. \*Utilizes room arrangement as teaching strategy, includes child accessible materials, child oriented learning centers that are accessible to children and environment is cheerful but not over stimulating to meet the needs of children in full day care ..... 1 2 3 4 5
  2. Evaluates classroom environment and makes changes to interest areas monthly..... 1 2 3 4 5
  3. An up-to-date daily schedule is posted ..... 1 2 3 4 5
  4. Classroom environment reflects the culture of the individual families..... 1 2 3 4 5
- \*Comments or examples:

**F. Guidance:**

1. Sets a few simple rules that are reinforced consistently, positively and respectfully ..... 1 2 3 4 5
  2. Shows that behavior, not child is unacceptable..... 1 2 3 4 5
  3. Makes all children feel liked and special by being physically and verbally nurturing and supportive ..... 1 2 3 4 5
  4. \*Uses a variety of positive guidance techniques such as redirection and logical consequences, choices and directive ..... 1 2 3 4 5
  5. Works with the parents to give choices or directives when appropriate ..... 1 2 3 4 5
  6. Assists parents in making expectations clear and how to follow through..... 1 2 3 4 5
- \*Comments or examples:

**G. Social, Self and Creative Concepts:**

1. Asks many open-ended questions to promote problem solving and models creative thinking ..... 1 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 promotes anti-bias ..... 1 2 3 4 5
  5. Promotes creative expression through the arts, language, literacy and dramatic play..... 1 2 3 4 5
- \*Comments or examples:

**H. Parent/Volunteer Involvement Duties:**

1. \*Uses a variety of ways to communicate with parents and knows and respects parent's values and goals for their children ..... 1 2 3 4 5
  2. Keeps parents informed of future activities, appointments and community events..... 1 2 3 4 5
  3. Assist parents in the planning and coordination of all Center Day activities and in developing the training plan for Parent Center meetings ..... 1 2 3 4 5
  4. Provides opportunities for volunteers so that they can perform tasks and increase their skills ..... 1 2 3 4 5
  5. Encourages volunteer participation in all aspects of the program..... 1 2 3 4 5
- \*Comments or examples:

**I. Supervisory Skills and Duties:**

- 1. Provides training to staff so that they can adequately complete their tasks and increase their skills.....1 2 3 4 5
- 2. Helps staff become more proficient by:
  - a. Patiently answering questions.....1 2 3 4 5
  - b. Giving needed direction pleasantly .....1 2 3 4 5
  - c. Recognizing accomplishments .....1 2 3 4 5
  - d. Evaluating staff often and objectively.....1 2 3 4 5
- 3. Delegates effectively and appropriately .....1 2 3 4 5
- 4. Elicits staff input and acts on it.....1 2 3 4 5
- 5. \*Assures consistency of procedures and practices among staff .....1 2 3 4 5
- 6. Acts on staff problems quickly and appropriately .....1 2 3 4 5
- 7. \*Ensures staff are aware of program policies and procedures.....1 2 3 4 5
- 8. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures.....1 2 3 4 5
- 9. Assist in the interviewing and hiring process.....1 2 3 4 5
- 10. \*Ensures that staff is actively engaging in work.....1 2 3 4 5
- 11. Promotes leadership skills in others.....1 2 3 4 5

\*Comments or examples:

**J. 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:

**K. Work Ethics:**

- 1. \*Comes to work on time.....1 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 \_\_\_\_\_

Teacher'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**