**Important Instructions:**

The instructions below will assist you in getting through your portion of the performance evaluation in an efficient and effective manner. (Please feel free to print this page if necessary.)

* After downloading your performance evaluation form, please save it to your flash drive using the following filename example:

**2015 Performance Evaluation-***Your first and last name*

* Please make all entries in the “**Self**” column (based on your job responsibilities, there are 6-7 specific categories)
* You will only need to complete the lines, sections or columns shaded with a gold background color (*like this one*).
* Read through each performance section carefully and enter a “**checkmark**” on the line that best describes your performance. (You can enter a checkmark by holding the “**Shift”** key and pressing the letter “**P**” for each entry).
* You **do not** have to enter anything in the “**Total**” row. (This will be completed by your manager.)
* Feel free to use the **Comment** page (*near the end of the performance evaluation*) to type any comments you feel will further explain your performance, concerns, and/or requests.
* **Note: *The last page should only be completed by your manager.***
* Please review your performance evaluation form carefully to make sure all categories have been completed.
* Once everything is done, please save your form and email to the Director and Assistant Director:

[debrah@gacoc.org](mailto:Debrah@gacoc.org)

[margaretj@gacoc.org](mailto:margaretj@gacoc.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Job Title:** | Door Monitor |
| **Evaluator:** |  | **Date:** |  |

**Goals of a performance appraisal system:**

1. To provide the employee with a precise understanding of how the manager believes the worker is performing
2. To provide the employee with a clear understanding about what performance is expected on the job
3. To establish a mutually agreed-upon program of performance improvement and professional development
4. To develop a stronger working relationship between the manager and the employee
5. To provide a system in which to reward superior performance including supplying information that will lead to modification of assignments, such as placement in other positions and promotions
6. To provide a basis for supplying information that will lead to modification of assignments, such as placement in lesser positions or termination
7. **ATTENDANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** | **Occurrences (excluding vacation)** |
| 0% Below Expectation |  |  |  | Any unexcused absence or absences exceeding 10 |
| 5% Allowable |  |  |  | 7-10 sick days (less than 1 hr. notice is unexcused) |
| 10% MeetExpectation |  |  |  | 1-6 sick days (less than 1 hr. notice is unexcused) |
| 15% Above Expectation |  |  |  | 0 days off |
| **Total**: |  |  |  |  |

1. **POLICIES AND PROCEDURES AND PROFESSIONALISM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rating:** | | **Self** | |  | | **Mgr.** | |  | |
| **0% Below Expectation** |  | |  | |  | | Does not carry out GACDC procedures. | |
|  |  | |  | |  | | Does not carry through when asked to assume job assignment. | |
|  |  | |  | |  | | Rarely helps prepare for new children. | |
|  |  | |  | |  | | Dresses inappropriately, not according to dress code. | |
|  |  | |  | |  | | Misses staff meetings (excluding director-approved absence). | |
|  |  | |  | |  | | Inflexible in dealing with other staff members. | |
|  |  | |  | |  | |  | |
| **12% Meets Expectation** |  | |  | |  | | Organizes group’s environment and takes responsibility for maintaining it, including general upkeep. | |
|  |  | |  | |  | | Practices personal health and safety procedures throughout the day. | |
|  |  | |  | |  | | Maintains proper sanitation in area. | |
|  |  | |  | |  | | Practices effective hand washing. | |
|  |  | |  | |  | | Enforces safety rules. | |
|  |  | |  | |  | | Willing to make changes.in approach and curriculum. | |
|  |  | |  | |  | | Flexible in job assignment and cooperative with leadership team | |
|  |  | |  | |  | | Involves group in general upkeep and tidiness. | |
|  |  | |  | |  | | Maintains confidentiality. | |
|  |  | |  | |  | | Dresses appropriately according to dress code. | |
|  |  | |  | |  | | Participates in staff meetings. - is prepared to discuss group and personal responsibilities (e.g. parent interaction, and other delegated duties). | |
|  |  | |  | |  | | Exhibits flexibility with office personnel. | |
|  |  | |  | |  | | Maintains positive attitude toward work, coworkers, children, and families. | |
|  |  | |  | |  | | Knows general GACDC routine and sees that it is followed. | |
|  |  | |  | |  | |  | |
| **27% Above Expectation** |  | |  | |  | | Offers constructive input. | |
|  |  | |  | |  | | Uses appropriate channels to discuss concerns or problems. | |
|  |  | |  | |  | | Helps to promote morale among other staff members about dress code and other issues. | |
|  |  | |  | |  | | Is capable of running the GACDC (for a short time) in director/assistant director’s absence. | |
|  | |  | |  | |  | | Is becoming distinguished as a leader among peers. | |
|  | |  | |  | |  | | Works independently to implement policies and procedures.  Willing to help write and develop new policies and procedures as needed. | |
| **Total:** | |  | |  | |  | |  | |

1. **PARENT INTERACTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** |  |
| **0% Below Expectation** |  |  |  | Has consistent negative, unprofessional, or non-work-related interaction with parents. |
|  |  |  |  | Fails to properly ID parents according to the pick-up procedure. |
|  |  |  |  | Does not properly clear all communication with parents. |
|  |  |  |  | Does not notify Director or person in charge of incidents involving children, visitors or employees the same day. |
| **12% Meet Expectation** |  |  |  | Has consistent professional, child/work-related, and positive interaction with all parents. |
|  |  |  |  | Makes sure all written communication is approved through leadership team and that all verbal communication is approved through the lead teacher. |
|  |  |  |  | Properly notifies Director or person in charge of incidents involving children, visitors or employees the same day. |
|  |  |  |  | Has consistent professional, child/work-related, and positive interaction with all parents. |
|  |  |  |  | Makes sure all written communication is approved through leadership team and that all verbal communication is approved through the lead teacher. |
| **27% Above Expectation** |  |  |  | Conversations with parents are specific to the needs and interests of each parent and child. |
|  |  |  |  | Knows most parents of his/her students by first name |
|  |  |  |  | Has created positive goodwill or rapport with several parents. |
|  |  |  |  | Director, managers, or lead teacher frequently receive favorable comments from parents. |
|  |  |  |  | Has created positive public relations with parents that have caused referrals. |
|  |  |  |  | Has created positive public relations with parents that have caused referrals. |
|  |  |  |  | Always notifies Director or person in charge of incidents involving children, visitors or employees the same day. |
| **Total:** |  |  |  |  |
|  |  |  |  |  |

1. **PROFESSIONAL DEVELOPMENT**

Professional development credit is based on the completion of and recording of a combination of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating:** | | | | **Self** | **Mgr.** |
| **Points** | **Points** |
| 1. Receives/maintains CDL B with P endorsement (worth 5 points). | | | |  |  |
| 1. Presents information obtained at workshops to other staff members - (worth 2 points each time). | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Maintains First Aid and CPR. (worth 5 points) | | | |  |  |
| 1. Reads books or articles or watches training videos pertaining to young children. | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attends child-related conference workshops or classes qualifying for “sponsored group setting”. | | | |  |  |
| **Hours:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attend mandatory staff meetings including special group meetings. | | | |  |  |
| **Hours:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attends open house and programs for parents. (worth 2 points) | | | |  |  |
| 1. Presents at a workshop off-site. (worth 5 pts each workshop) | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Maintains Universal Precautions training. (worth 1 point) | | | |  |  |
| 1. Maintains Mandatory Child Abuse Reporting Training. (worth 2 points) | | | |  |  |
| **Ratings:** |  | **Total Points** |
| 25% | Excellent | 60 |
| 15% | Above Expectation | 45 |
| 10% | MeetExpectation | 30 |
| .25% x pts | Below Expectation | less than 30 |
| 0% | Unacceptable\* | 0 |

\* (Failed to maintain First Aid and CPR; failed to receive 12 hours of training credit in allotted time; failed to receive mandatory child abuse reporting training.)

**Total:**

1. **INTERACTION WITH CHILDREN**

| **Rating:** | **Self** |  | **Mgr.** |  |
| --- | --- | --- | --- | --- |
| **0% Unacceptable** |  |  |  | Does not initiate contact with all children. |
|  |  |  |  | Talks at the children, not with them. |
|  |  |  |  | Uses name-calling. |
|  |  |  |  | Raises voice in hostile or aggressive manner. |
|  |  |  |  | Ignores child’s request for assistance or attention. |
|  |  |  |  | Consistently distant and is unaffectionate with children. |
|  |  |  |  | Seldom initiates contact with children. |
|  |  |  |  | Seldom or inconsistent greeting of children at arrival and departure. |
|  |  |  |  | Spends more time with some children than others. |
|  |  |  |  | Engages in unnecessary conversation with staff members frequently. |
| **12% Meet Expectation** |  |  |  | Has frequent and positive interaction with children. |
|  |  |  |  | Demonstrates affection by smiling, appropriate touching, and speaking in a calm voice. |
|  |  |  |  | Is an example before the children by showing courteous and being respectful toward the children. |
|  |  |  |  | Helps to promote cooperative and positive social behavior among children. |
|  |  |  |  | Helps a child understand the actions of another. |
|  |  |  |  | Avoids unnecessary conversation with staff members while supervising children. |
|  |  |  |  | Makes sure all areas are supervised. |
|  |  |  |  | Listens to children with attention and respect. |
|  |  |  |  | Responds to children’s ideas and suggestions. |
|  |  |  |  | Acknowledges/verbalizes children’s feelings. |
|  |  |  |  | Uses children’s names in positive interactions. |
|  |  |  |  | Listens and responds respectfully to other adults and children. |
|  |  |  |  | Attentive and loving to children; smiles, holds, and touches when children require. |
|  |  |  |  | Displays respect for cultural diversity. |
|  |  |  |  | Encourages children to talk about themselves, their families, and customs/traditions. |
|  |  |  |  | Intervenes to stop teasing and rejection due to race and/or physical characteristics. |
| **15% Above Expectation** |  |  |  | Aware of interests of each child and builds special relationship with each based on these interests. |
|  |  |  |  | Looks for opportunities to help children learn to better reach toward one another and play together in a group setting. |
| **Total:** |  |  |  |  |

1. **DISCIPLINE METHODS**

*Techniques used in working with children to influence behavior in a positive way.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** |  |
| ***0% Unacceptable*** |  |  |  | Is not consistent and does not follow through. |
|  |  |  |  | Does not use positive language. |
|  |  |  |  | Does not exhibit self-control. |
|  |  |  |  | Communicates with parents in an inappropriate and unapproved manner. |
|  |  |  |  | Does not have general knowledge of policies and rules. |
|  |  |  |  |  |
| ***12%* Meet *Expectation*** |  |  |  | Acts as role model. |
|  |  |  |  | Communicates with parents in an appropriate and approved manner. |
|  |  |  |  | Understands and properly uses the discipline policy. |
|  |  |  |  | Recognizes positive behavior. |
|  |  |  |  | Is consistent and follows through. |
|  |  |  |  | Uses positive language. |
|  |  |  |  | Exhibits self-control. |
|  |  |  |  | Has knowledge of rules and policies. |
|  |  |  |  |  |
| **27% Above Expectation** |  |  |  | Effectively deals with special needs children. |
|  |  |  |  | Consistently integrates positive discipline techniques. |
|  |  |  |  | Actively plans to anticipate and avoid conflict-causing situations. |
| **Total:** |  |  |  |  |
|  |  |  |  |  |

**Comments** (*please feel free to add comments related to your performance evaluation in the appropriate sections below*)

|  |
| --- |
| **Attendance:** |
| **Policy Procedures:** |
| **Parent Interaction:** |
| **Professional Development:** |
| **Interaction with Children:** |
| **Discipline Methods:** |
| **Overall:** |

**Assistant Teacher Evaluation Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Criteria:** | **Weights:** | **Score:** | **Current/Propose Wage:** | |
| 1. Attendance: | 15% |  | Basis Raise: |  |
| 1. Policy Procedures: | 15% |  |  |  |
| 1. Parent Interaction: | 15% |  | Evaluation %: |  |
| 1. Professional Development: | 25% |  | Raise: |  |
| 1. Interaction with Children: | 15% |  | New wage rate: |  |
| 1. Discipline Methods: | 15% |  |  |  |
| **Total of Evaluation:** | |  |  |  |

**My signature below indicates that I have read and received a copy of my performance appraisal.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Evaluator’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Evaluator’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Director’s Signature:** |  | **Date:** |  |