

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE EXTENDED ENRICHMENT

Name: _____ **Position:** _____ **Location:** _____

Evaluation Period From: _____ **To:** _____ ☐ Probationary ☐ Annual

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently performs duties with minimal supervision; Takes initiative; self-directed; anticipates future work needs; Seeks to enhance the position and work environment; Completes tasks in a timely manner; Accepts new or different conditions with a positive attitude; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; Maintains a clean, orderly and hygienic work area; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positively communicates with colleagues and resolves differences in a constructive manner; Appropriately communicates with/responds to staff and parents, asks clarifying questions as needed to ensure understanding; Responds to e-mails in a timely manner; (within 24 hour period - works with site manager to establish an appropriate time); Follows written and verbal directions from supervisors and site managers; Uses appropriate problem-solving and communication skills to work as an effective member of the program and district team; Readily assists co-workers; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Engages children in a wide variety of enriching learning activities; Responds appropriately to the individual needs of children; Uses positive techniques to guide the behavior of children; Interacts and works with families to meet the needs of children; Carefully supervises children to maintain safety; Provides and supervises snack period which promotes polite table behavior and considers individual dietary needs; Consistently involved with students during activities, field trips and transition times; Uses technology and understands basic computer applications to effectively monitor and enhance student learning; Applies new knowledge and skills obtained through staff development trainings; Has knowledge of, and ability to follow, required health, safety and emergency procedures as indicated; Acts as a positive role model for students, including appropriate dress and appearance; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; Consistently follows assigned schedule; 	Comments/Goals:		
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positively greets and acknowledges students and parents when entering and leaving the program; Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours; Saves personal tasks for outside of work time; Exhibits a positive attitude and enthusiasm; Seeks professional growth opportunities as it pertains to job assignment; completes and maintains required training; Maintains regular attendance and active participation at building/department meetings and trainings and supports consensus process; Accepts and responds appropriately to feedback; 	Comments/Goals:		
SITE MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Holds self and others to professional standards of quality childcare; Creates and maintains a system for daily communication with program assistants and substitutes, including written plans and schedules; Promotes positive interaction and teamwork; Documents, in advance, quality plans for student activities in order to engage children in a wide variety of safe and enriching learning activities; Coordinates with program administrative assistant and supervisors regarding program needs; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature: _____ *Date:* _____

Evaluator Signature: _____ *Date:* _____

Employee Statement attached: ☐ Yes ☐ No