

Performance Review (Addendum – Teaching Staff)

Employee Name:		Employee #:	Original Date of Hire:
Position/Title:	Reviewing Manager:	Date of Last Review:	Current Review Date:

INSTRUCTIONAL STRATEGIES	Rating	Comments
■ Provided opportunities for child development.		
■ Interacted with groups/individuals appropriately.		
■ Varied daily classroom activities appropriately.		
Total rating		

CLASSROOM MANAGEMENT	Rating	Comments
■ Prepared and organized materials for daily lessons.		
■ Lesson plans were neat, complete, and posted.		
■ Used classroom management system daily.		
■ Provided appropriate transitions between activities.		
Total rating		

STUDENT BEHAVIOR	Rating	Comments
■ Specified expectations for student behavior.		
■ Redirected / stopped inappropriate behavior.		
■ Applied classroom rules consistently and fairly.		
Total rating		

LEARNING ENVIRONMENT	Rating	Comments
■ Maintained a supportive and positive environment.		
■ Reinforced and encourages children's efforts.		
■ Avoided sarcasm or negative criticism.		
Total rating		

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KNOWLEDGE	Rating	Comments
■ Demonstrated competencies in the area of teaching.		
■ Demonstrated growth in job knowledge.		
Total rating		

*Employee's Development Objectives	Supervisor's Comments
1.	1.
2.	2.
3.	3.

*All employees are required to have at least three developmental objectives at minimum.

EMPLOYEE COMMENTS:

Overall Performance Summary

To determine the average appraisal rating, add points from each category and divide by the number of categories rated. To round up or down use the following process:

- .0 to .4 round down
- .5 to .9 round up

Addendum Total Points: _____ ÷ # of Categories _____ = **Appraisal Rating:** _____

HR:

Performance Review: _____ ÷ # of Categories _____ = **Appraisal Rating:** _____

Final Rating: _____

Employee:	Date:
Supervisor:	Date:
Program Director:	Date:
Human Resources:	Date:

Employee Name:	Position/Title:	Current Review Date:
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Definitions of Terms Used in Rating Scale

Category	Description	Definition
Exemplary (4)	The teacher performing at this level maintains performance, accomplishments, and behaviors that consistently and considerably surpass the established standard. This rating is reserved for performance that is truly exemplary and done in a manner that exemplifies the Agency's mission and goals.	<p>Exceptional performance:</p> <ul style="list-style-type: none"> consistently exhibits behaviors that have a strong positive impact on learners and the school climate serves as a role model to others sustains high performance over a period of time
Proficient (3)	The teacher meets the standard in a manner that is consistent with the Agency's mission and goals.	<p>Effective performance:</p> <ul style="list-style-type: none"> meets the requirements contained in the job description as expressed in the evaluation criteria demonstrates willingness to learn and apply new skills exhibits behaviors that have a positive impact on learners and the school climate
Developing/ Needs Improvement (2)	The teacher often performs below the established standard or in a manner that is inconsistent with the Agency's mission and goals.	<p>Below acceptable performance:</p> <ul style="list-style-type: none"> requires support in meeting the standards results in less than quality work performance leads to areas for teacher improvement being jointly identified and planned between the teacher and evaluator
Unacceptable (1)	The teacher consistently performs below the established standard or in a manner that is inconsistent with the Agency's mission and goals.	<p>Ineffective performance:</p> <ul style="list-style-type: none"> does not meet the requirements contained in the job description as expressed in the evaluation criteria may result in the employee not being recommended for continued employment