

# Staff Evaluation Form

Staff Name: Sofiya

Date: 12-8-2022

Professionalism	y/n	Notes
Meets job description expectations	Y	Always
Supports the program philosophy	Y	Always
Able to implement changes to improve the program	Y	Always
Is punctual to work	Y	Always
Has reliable attendance	Y	Always
Provides notice for absences	Y	Always
Flexible with schedule	Y	Always
Holds a positive attitude	Y	Always
Health & safety certifications are up to date	Y	Always
Program Development	y/n	Notes
Creates a safe learning environment for the kids	Y	Always
Observes the children regularly and consistently	Y	Always

<b>Documents observation regularly and consistently</b>	Y	Always
<b>Plans developmentally-appropriate activities</b>	Y	Always
<b>Responsive to each child's individual needs</b>	Y	Always
<b>Reflects on observations to inform future planning</b>	Y	Always
<b>Plans for transitions</b>	Y	Always
<b>Contributes ideas to improve the program</b>	Y	Always
<b>Work With children</b>	<b>y/n</b>	<b>Notes</b>
<b>Interacts with children on their eye level</b>	Y	Always
<b>Is caring, welcoming and friendly</b>	Y	Always
<b>Use appropriate tone of voice</b>	Y	Always
<b>Aware of each child's developmental stage</b>	Y	Always
<b>Promotes independent work</b>	Y	Always
<b>Encourages problem solving and scaffolds learning appropriately</b>	Y	Always

<b>Family Engagement</b>	<b>y/n</b>	<b>Notes</b>
<b>Is friendly and available to families</b>	Y	Always
<b>Develops relationships with families</b>	Y	Always
<b>Presents sensitive information in a professional and tactful way</b>	Y	Always
<b>Maintains confidentiality</b>	Y	Always
<b>Teamwork</b>	<b>y/n</b>	<b>Notes</b>
<b>Respectful to peers</b>	Y	Always
<b>Communicates clearly and directly with colleagues</b>	Y	Always
<b>Open to constructive criticism from peers</b>	Y	Always
<b>Seeks opportunities to be a mentor to junior team members</b>	Y	Always
<b>Seeks mentorship from more senior team members</b>	Y	Always
<b>Professional Development</b>	<b>y/n</b>	<b>Notes</b>
<b>Sets goals for professional development</b>	Y	Always

<b>Seeks to improve current skillset</b>	Y	Always
<b>Attends trainings (Online or in person)</b>	Y	Always

## Comments

Ruby you are a fantastic room leader you are professional and courteous. You are hard working and put the children's needs and the needs of the assistants in your room above your own. The children and their families have built strong relationships and their trust in you and so have we. We are so happy to have you on our team. Thank you for all your hard work.