

## **Addendum: Performance Standards**

At least once each year, the Director will meet with each staff member to discuss the results of his/her efforts to meet performance standards and targets, to recognize the strengths and weaknesses in performing duties, and to document whether or not standards have been met for attendance, punctuality, attitude, interpersonal skills, and safety consciousness. (see attached – “Teacher/Assistant Performance Review”)

## Good Shepherd School - Teacher/Assistant Performance Review

Teacher/Assistant: \_\_\_\_\_ Director: \_\_\_\_\_

Age/Grade: (Parent Toddler) (2's) (3's) (Pre-K) (Pre-K Ext) (K) Class size: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time (start/end) \_\_\_\_\_

**O-Outstanding:** Teacher exceeds expectations of program

**G-Great:** Teacher often performs in a manner above program expectations

**M-Met:** Teacher meets program expectations

**N-Not Met:** Teacher does not meet program expectations

### Work Performance

### Comments

1	Maintains professional dress/grooming	N	M	G	O	
2	Participates in on-going professional development	N	M	G	O	
3	Ready and planned for class	N	M	G	O	
4	Attendance-punctual, reliable	N	M	G	O	
5	Classroom is clean and organized	N	M	G	O	
6	Fosters a warm and nurturing environment	N	M	G	O	
7	Uses a variety of assessment tools (Teacher)	N	M	G	O	
8	Maintains a developmental checklist for each child (Teacher)	N	M	G	O	
9	Is a team player, works collaboratively with colleagues and staff	N	M	G	O	
10	Shows care and respect when interacting with assistant/teacher	N	M	G	O	
11	Communicates effectively with students, parents, and staff	N	M	G	O	
12	Respects confidentiality of school information	N	M	G	O	

**Comments:**

Observation Date: \_\_\_\_\_ Time (start/end) \_\_\_\_\_

**Classroom observation**

**Comments**

Uses multiple methods of teaching strategies	N	M	G	O	
Encourages independence and self-help	N	M	G	O	
Reinforces positive behavior	N	M	G	O	
Is flexible and responsive to children's needs	N	M	G	O	
Handles transitions well	N	M	G	O	
Secures students' attention	N	M	G	O	
Routines established	N	M	G	O	
Redirects/stops improper/disturbing behavior	N	M	G	O	
Established whole group, small group, and individual work stations	N	M	G	O	
Displays respect for each individual student and individual student learning styles and abilities	N	M	G	O	
Treats children consistently and fairly	N	M	G	O	
Uses positive verbal and nonverbal communication	N	M	G	O	
Interacts with students appropriately	N	M	G	O	

**Commendations:**

**Recommendations:**

Teacher/Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

