

**STANDARDS FOR QUALITY PROFESSIONAL PRACTICE  
EXTENDED ENRICHMENT**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Evaluation Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_  **Probationary**  **Annual**

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

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