**ATTACHMENT F**

**HORIZON SCHOOL DIVISION**

**Employee Evaluation: Pre-Kindergarten**

**Early Learning Educator**

**SECTION ONE**

**Introduction**

 Name

 Start Date for Current Position

 Evaluator

 Date

**Reason for evaluation:**

[ ]  Employee request

[ ]  To determine if newly promoted employee meets standards

[ ]  Employee has not developed and implemented a Growth Plan

[ ]  Employee may not be meeting the Early Learning Educator Performance Areas

[ ]  90 Days Probationary evaluation process for employees new to the division (90 Days Worked)

[ ]  Other (Please Indicate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION TWO**

**Early Learning Educator – Quality Standards**

**The Early Learning Educator will be evaluated within four performance areas: Organization and Preparation, Interpersonal Skills and Professional Attributes, Program Delivery, Service Delivery of Students, and.**

* All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
* All marked “needs improvement” must be accompanied by supporting documentation.

This document sets out four performance areas. The key indicators for each performance area identify the activities that Early Learning Educators undertake as they go through their day-to-day work. The descriptors support the key indicators, though evidence of all descriptors would not be expected at all times.

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| PERFORMANCE AREA: ORGANIZATION AND PREPARATION |
| KEY INDICATOR: The Early Learning Educator demonstrates evidence of effective organization and preparation |
| DESCRIPTORS: | Proficient | NeedsImprovement | NotApplicable |
| * Arrives on time and is prepared.
 |  |  |  |
| * Models and utilizes time management skills.
 |  |  |  |
| * Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).
 |  |  |  |
| * Plan daily activities to meet the interests and developmental needs of the children
 |  |  |  |
| * Maintain an organized classroom environment
 |  |  |  |
| * Direct EL staff in their daily responsibilities eg. set up , clean up
 |  |  |  |
| * Gather and prepare materials prior to program time
 |  |  |  |
| * Manage program budget for consumable supplies
 |  |  |  |
| PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES  |
| KEY INDICATOR: The Early Learning Educator demonstrates effective interpersonal skills and professional attributes. |
| **DESCRIPTORS:** | **Proficient** | Needs**Improvement** | Not**Applicable** |
| * Respects the dignity and rights of students, parents/guardians, staff and others.
 |  |  |  |
| * Creates a welcoming environment for parents, fostering positive relationships and conversations regarding their child
 |  |  |  |
| * Takes initiative and demonstrates confidence in role
 |  |  |  |
| * Maintains a high standard of confidentiality
 |  |  |  |
| * Maintains appropriate personal hygiene and appearance.
 |  |  |  |
| * Models appropriate behavior.
 |  |  |  |
| * Works as a TEAM under the direction of Early Learning Supervisor
 |  |  |  |
| * Communicates effectively and through the proper channels
 |  |  |  |
| * Participates in staff professional development days, training or seminars as required.
 |  |  |  |
| PERFORMANCE AREA: PROGRAM DELIVERY  |
| KEY INDICATOR: The Early Learning Educator demonstrates effective program delivery. |
| DESCRIPTORS:  | Proficient | NeedsImprovement | NotApplicable |
| * Implement best practices for early learning environments
 |  |  |  |
| * Apply Hanen strategies in planning and delivering programming
 |  |  |  |
| * Create a positive responsive learning environment for children
 |  |  |  |
| * Attend training workshops and sessions, as required
 |  |  |  |
| * Promote Early Learning programs positively in the community
 |  |  |  |
| * Communicate regularly with parents face to face, through calendars/newsletters, parent boards etc.
 |  |  |  |
| PERFORMANCE AREA: SERVICE DELIVERY OF STUDENTS |
| KEY INDICATOR: The Early Learning Educator demonstrates evidence of effective service delivery of students. |
| DESCRIPTORS | Proficient | NeedsImprovement | NotApplicable |
| * Ensure the EL staff is aware of the learning goals for all children
 |  |  |  |
| * Ensure the safety and well being of students at all times
 |  |  |  |
| * Participate in ELP meetings to set, review and revise goals for children
 |  |  |  |
| * Ensure implementation of strategies outlined in Individual Early Learning Plans
 |  |  |  |
| * Work collaboratively with Learning Support teacher
 |  |  |  |
| * Work collaboratively with multi-disciplinary team (SLP, OT, PT, Behaviour Consultant, Low Incidence team)
 |  |  |  |
| * Communicate regularly with LST
 |  |  |  |
| * Demonstrates a basic understanding of speech and language development and implementing support processes
 |  |  |  |
| * Awareness of children's’ unique medical needs
 |  |  |  |

**DECISION**

 [ ]  Completed probationary process. Overall is meeting the expected performance areas.

 [ ]  Recommendation for termination

**EVALUATOR’S COMMENTS**

|  |  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Support Staff Signature **(acknowledging receipt of report)**   |   | Date  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Support Staff Supervisor Signature   |   | Date  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| School Administrator/Facility Supervisor Signature  |   | Date  |
|  |  |  |

* Original copy goes to Human Resources for employee’s file
* Copy to Employee
* Copy to Principal/Designate or Supervisor