

**The Family Place**

**Teacher’s Annual Performance Review**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Qualification \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return by \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Performance reviews are a time of reflection and to set goals**

**Attendance** (Supervisor to complete)

**Sick days \_\_\_\_\_\_\_\_\_ Leave of Absence \_\_\_\_\_\_\_\_ Late/Leave early \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Holiday Time as of \_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_Accumulation Rate = \_\_\_\_\_\_\_\_\_\_ available**

**Comments :**

**Requirements RECE due \_\_\_\_\_\_\_\_\_\_\_ PVSC due \_\_\_\_\_\_\_\_\_\_\_\_**

Staff to complete

**First Aid/ Declaration**

 **CPR/AED due \_\_\_\_\_\_\_\_ of Offense \_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Description of Professional Development** | **Hours** |
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**Job Responsibilities and Duties: Guidelines for Ratings**

***Ratings should be assigned to provide a summary of performance and an overall rating summary is required at the end of the review. Ratings are limited to the following, each area will have the levels of ratings available.***

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| ***Exceeding Expectations (EE)*** | *Performing well above expectations for current level. Generally exceeds expectations. Demonstrates high level of initiative and effectiveness in all situations.* |
| ***Meeting Expectations (ME)*** | *Demonstrates competency or experience base at expected level. Strong and consistent Performance. Demonstrates initiative and effectiveness in most situations. Occasionally exceeds or falls short of expectations.* ***Most individuals are likely to be in this category****.* |
| ***Below Expectations (BE)*** | *Demonstrates knowledge and skills in some but not in all competencies for level. Performance is below expectations and improvement is required in specific areas.* |
| ***Not Applicable (N/A)*** | *Duty does not apply to employee at this time.* |

**1. Program Development:**

**Establishes goals, plans, implements and evaluates developmentally appropriate daily activities and experiences, for children, in accordance with centre’s philosophy.**

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| ***Duty*** (BE, ME, EE) | ***Self Rating*** | ***Reviewer Rating*** |
| 1.1. Work in consultation with other staff to provide age appropriate developmental programs to enhance the individual and groups’ development of the four foundations of learning  |  |  |
| 1.2. Demonstrate an understanding of the tool “How Does Learning Happen” |  |  |
| 1.3. Cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them – **Belonging**  |  |  |
| 1.4. Nurture children’s healthy development and support their growing sense of self – **Wellbeing**  |  |  |
| 1.5. Provide environments and experiences to engage children in active creative and meaningful exploration play and inquiry - **Engagement** |  |  |
| 1.6. Foster communication and expression in all forms – **Expression**) |  |  |
| 1.7. In an Emergent Curriculum classroom you are providing an organized play area, space, equipment and materials  |  |  |
| 1.8. Demonstrate an understanding of the tool **ELECT** using a variety of teaching techniques including observation, questioning, demonstrating and reinforcement  |  |  |
| 1.9. Provide opportunities which facilitate an understanding of a variety of cultures and value systems  |  |  |
| 1.10. Work within team framework to provide individualized programs for children with special needs (identified or non-identified)  |  |  |
| 1.11 Understands and follows The Family Place Program Statement (BE, ME) |  |  |

**2. Relationships:**

**Establishes and maintains positive and collaborative with children and adults in the child care setting.**

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| ***Duty*** (BE, ME, EE) | ***Self Rating*** | ***Reviewer Rating*** |
| 2.1. Demonstrates concern for the personal differences and needs of the children in their group and individual developmental level |  |  |
| 2.2. Treats all children with respect and empathy, helping to build the child’s self-esteem and a healthy self-concept |  |  |
| 2.3. Promotes good peer to peer relationships among children  |  |  |
| 2.4. Maintains friendly, professional relationship with the children’s families, treating all families equally. |  |  |
| 2.5. Respects parent’s point of view, demonstrating acceptance and understanding that child care staff work in partnership with families in caring for their children |  |  |
| 2.6. Keeps parent informed on a regular basis of changes or new developments of their child, through informal updates and more structured parent interviews |  |  |
| 2.7. Maintains confidentiality of information provided by parents, sharing it only as necessary to provide better care and service for the family: seeks support for situations shared by the family, as necessary |  |  |

**3. Supervision:**

**Provides diligent supervision which fosters the social/emotional well-being of the child.**

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| ***Duty*** (BE,ME,EE) | ***Self Rating*** | ***Reviewer Rating*** |
| 3.1. Supervises children at all times, scanning the area routinely to ensure safety and recognizing potentially hazardous situations so that they may be prevented  |  |  |
| 3.2. Will restrict interactions with other adults to necessary conversations only, to maintain constant supervision of children  |  |  |
| 3.3. Conducts firm and consistent behavior guidance in accordance with The Family Place’s behaviour management policies recognizing the individual nature of the child  |  |  |
| 3.4. Models appropriate behavior and social interactions, using appropriate language and voice tone  |  |  |
| 3.5 Understands and communicates limits, logical consequences and appropriate behavioural guidance techniques. Applies positive reinforcement regularly  |  |  |
| 3.6 Knows and implements emergency procedures, fire drills, lock downs, lost child and release of child. (BE, ME) |  |  |

**4. Health and Safety:**

**Maintains and promotes cleanliness and safety practices.**

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| ***Duty*** (BE, ME) | ***Self Rating*** | ***Reviewer Rating*** |
| 4.1. Adheres to Occupational Health and Safety Act |  |  |
| 4.2. Avoids health risks and situations outside the centre that impact on the centre |  |  |
| 4.3. Checks toys and equipment, indoors and outdoors to ensure safe functioning and use. Sanitizes toys and equipment in accordance to centre’s policies and procedures |  |  |
| 4.4. Keeps play area safe of obstructions and unsafe conditions |  |  |
| 4.5. Conducts daily health checks of the children, recording illnesses or concerns. Identifies serious conditions to Centre Supervisor in a timely manner. |  |  |
| 4.6. Ensures that any special dietary requirements are followed.(BE, ME, EE) |  |  |

**5. Leadership and Contribution to the Organization:**

**Contributes in a professional and positive manner to the organization, respectful of the uniqueness of others.**

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| ***Duty*** (BE, ME, EE) |  |  |
| 5.1. Maintains a positive, effective and co-operative relationship with others. |  |  |
| 5.2. Is active and energetic, demonstrating a clear interest in their job and Emergent Curriculum |  |  |
| 5.3. Communicates effectively both orally and in a written manner. Uses active listening skills and effective problem-solving skills when interacting with others. |  |  |
| 5.4. Shows a willingness to accept additional responsibility, providing leadership within the team. Creates an atmosphere of team support  |  |  |
| 5.5. Provides a positive and supportive learning environment for other staff members and students, mentoring towards the best practices of the profession |  |  |
| 5.6. Actively and constructively participates in team and staff meetings, openly able to express and incorporate new and different ideas; ready to share concepts in a positive manner |  |  |

**6. Administration:**

**Maintains and completes all required administrative tasks.**

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| ***Duty*** (BE, ME) |  |  |
| 6.1. Effectively record observations, planning and follow-up |  |  |
| 6.2. Post appropriate information in a neat and orderly manner. |  |  |
| 6.3 Effectively uses the centre/class communication books to inform others and to keep informed themselves |  |  |
| 6.4 Effectively uses the centre/class communication books to inform others and to keep informed themselves |  |  |
| 6.5 Maintain membership in good standing with the College Of ECE |  |  |
| 6.6 Maintains valid Standard First Aid CPR AED |  |  |
| 6.7 Completion of 4 hours of required Professional Development in the time frame outlined by Quality First |  |  |

*It is important to note, in writing, your thoughts about your job over the past year. This is an opportunity to express your successes, goals, and concerns. What went well, what you would have liked to have gone better?*

 Provide an example of how the four foundations of learning are implemented in your classroom.

 (Pick two of the four foundations)

1. Well Being:
2. Belonging:
3. Engagement:
4. Expression:

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| **Overall Assessment for Review:** |  |  | **OS** |  |  | **EE** |  |  | **ME** |  |  | **BE** |

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| **Acknowledgment of Review** |

Signature Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Written by : Lynne Saila, Executive Director***

 ***Marlene Newell, Board, Human Resources***

***Written in : Approved by the Board of Directors: November 2002***

***Revisions : Approved by the Board of Directors: May 2006 Nov 2012***

***Revisons Sandra Vieira ,Wendy Wells, Kelly Bomans May 5, 2016***