

STAFF/EMPLOYEE OBSERVATION FORM
(30 minutes or more)

Staff/Employee and Position _____ Observation on: _____

Observer/Position: _____

Classroom Age Level (check): INFANTS TODDLERS PRE-SCHOOL SCHOOLAGE
 TEACHER ASSISTANT

To Be Completed by Administrator, Staff Member, or Parent-
Rank the Employee on what you Observe

For each of the following areas, give the employee a score of 1-3 to indicate how strong you think the employee is in each area. Use the Comments section to discuss all items which you rank 1 or higher.

- 1 – Above Average
- 2 – Average
- 3 – Needs Improvement
- N/A – Not Observed

PROFESSIONAL CONDUCT:

- _____ dresses appropriately for working with young children
- _____ maintains good working relationships with other staff members

SKILLS WORKING WITH CHILDREN:

- _____ presents a friendly and warm demeanor
- _____ gets down on the floor with the children
- _____ shows respect for individuals
- _____ encourages independence/self help
- _____ promotes self-esteem in communications
- _____ avoids labeling of children
- _____ reinforces positive behavior
- _____ speaks to children regularly using positive phrases and tone
- _____ good sanitary practices (hand-washing for self and children as required, classroom environment, etc)

SKILLS WORKING WITH PARENTS:

- _____ listens and responds well to parents
- _____ is tactful when discussing children
- _____ seeks partnership with parents
- _____ has good relationships with parents
- _____ regularly communicates with parents verbally and in writing as needed
- _____ greets parents by name and with a smile
- _____ is available and approachable with parents

SKILLS WORKING IN CLASSROOM:

- _____ reads to children in small groups several times a day
- _____ develops and implements daily lesson plans based on thematic units
- _____ provides developmentally appropriate activities
- _____ uses learning centers in the classroom in appropriate ways
- _____ provides a creative and inviting learning environment
- _____ speaks to children using positive phrases using a positive tone
- _____ maintains a clean and orderly environment

Comments by Observer:

Observer Signature: _____ Date: _____

Optional
Staff Signature: _____ Date: _____