

# EARLY CHILDHOOD TEACHER EVALUATION FORM

## Texas Conference Office of Education

Teacher \_\_\_\_\_ Assignment/Grade: Toddlers PK3 PK4 PK-K K (Circle One) No. of Students \_\_\_\_\_  
School \_\_\_\_\_ Evaluator \_\_\_\_\_ Title \_\_\_\_\_  
Number of Observation 1 2 3 (Circle One) Scheduled Visit \_\_\_ Yes \_\_\_ No Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
Degree \_\_\_\_\_ Certification \_\_\_\_\_ Licensed Day Care Director/Teacher \_\_\_ Yes \_\_\_ No Date \_\_\_\_\_

### Directions for Completing the Form

1. The purpose of this evaluation is to let each teacher become aware of how he/she is performing in the classroom.
2. It is not necessary that every indicator be checked.
3. The form should be marked in the following manner:

-	<b>Not Met</b>
@	<b>Met</b>
+	<b>Outstanding</b>
N/A	<b>Not Applicable</b>

### Lesson Design and Instruction Strategies

1. Provides an introduction  
 a. Provides an introduction to the lesson  
 b. Relates content to prior/future learning
2. Provides instructional input  
 a. Presents information sequentially  
 b. Defines/describes new words, ideas, concepts  
 c. Uses multiple methods of teaching strategies  
 1. Discovery-based instruction  
 2. Uses a variety of Learning Centers  
 3. Provides a balance of quiet and active activities  
 4. Provides for large and small motor development  
 5. Provides the students a print-rich environment
3. Checks for student understanding  
 a. Asks appropriate questions  
 b. Provides time for response (around 3-5 seconds)  
 c. Extends response/contributions  
 d. Reinforces correct response/performance  
 e. Provides corrective feedback/clarifies if needed
4. Provides guided practice  
 a. Provides for application  
 b. Monitors student performance  
 c. Reteaches when needed
5. Uses effective communications skills  
 a. Listens and utilizes student comments  
 b. Uses appropriate volume and rate  
 c. Demonstrates oral communications skills  
 d. Demonstrates written skills
6. Provides lesson closure  
 a. Prepares for next segment of learning

### Professional Responsibilities

- a. Maintains professional dress/grooming
- b. Maintains membership and regularly attends a constituent church
- c. Engages in professional growth activities

**Classroom Management and Organization**

- 1. Manages materials and students
  - a. Has material/aids ready when class begins
  - b. Secures students' attention.
  - c. Routines established
  - d. Uses signals during transition times
  - e. Begins promptly/minimizes transition time
  - f. Maintains suitable pace for instruction
  - g. Minimizes management time
  - h. Redirections/stops improper/disturbing behavior
  - i. Applies rules consistently and fairly
  
- 2. Maintains supportive environment
  - a. Uses positive nonverbal communication
  - b. Interacts with students appropriately
  - c. Uses positive verbal communication
  
- 3. Maintains classroom appropriately
  - a. Maintains attractive and appropriate classroom (decorations, bulletin boards)
  - b. Classroom is clean and organized
  - c. Established whole group, small group, and individual work stations
  - d. Is alert to students' physical comforts
  
- 4. Uses strategies to motivate students for learning
  - a. Genuinely affirms students' best efforts
  - b. Is sensitive to individual student learning styles and abilities
  - c. Displays students' class work
  - d. Creates and maintains a pleasant feeling tone
  - e. Displays respect for each individual student
  - f. Provides spiritual lessons throughout the kindergarten day

**Record Keeping**

- 1. Electronic Register
  - a. Current
  - b. Red Folder complete and available
  
- 2. Lesson Planning
  - a. Current and complete on a weekly basis
  - b. Use of Mathematics Curriculum Mapping evident
  - c. Written yearly plans
  
- 3. Assessment/Record Keeping
  - a. Uses a wide variety of assessment tools
  - b. Maintains a developmental check list for each student

**Commendations:**

1.

2.

**Recommendations**

1.

**Level of Concern**  
**1 2 3 4 5**

2.

**Level of Concern**  
**1 2 3 4 5**

Teacher's Signature

Evaluator's Signature

Date of Observation Early  
Childhood Teacher Evaluation 08/02/2010