



Early Childhood Educator PERFORMANCE APPRAISAL FINAL REPORT

Name:	School:
Administrator:	Appraisal Period:

CORE COMPETENCIES	RATING SCALE	EVIDENCE/COMMENTS
Professionalism and Personal Leadership Resources		
i. Adheres to board policies and procedures as they apply to the role		
ii. Demonstrates responsibility for all actions		
iii. Recognizes own professional learning needs		
iv. Participates in professional learning opportunities to upgrade skills and meet job demands		
v. Demonstrates resilience by adapting and refining practice through continuous learning and reflection, using a variety of sources/resources		
vi. Is knowledgeable about methods in observation, pedagogical documentation, planning, implementation and assessment in order to support children's individual and group learning experiences		
vii. Is reliable and punctual		
Communication		
i. Demonstrates effective oral and written communication skills		
ii. Communicates effectively as part of the school team and demonstrates a positive approach by being equitable, inclusive and respectful of diversity		
iii. Maintains strict confidentiality of all board information		
iv. Is tactful, articulate and approachable		
v. Models and creates a culture of high expectations for all		
vi. Maintains accurate, clear and concise records and shares regularly as appropriate		
Collaboration and Building Relationships		
i. Works to develop effective relationships and works cooperatively with others including other staff and parents		
ii. Interactions demonstrate genuine caring and respect		
iii. Understands the importance of creating and maintaining positive relationships with families and colleagues to support children's well-being		
Problem Solving		
i. Deals with issues effectively and in a timely manner involving supervisor when appropriate		
ii. Recognizes conflict and diffuses situations using effective conflict resolution skills		



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CORE COMPETENCIES	RATING SCALE	EVIDENCE/COMMENTS
iii. Responds professionally and objectively		
iv. Demonstrates effective decision-making and problem-solving skills		

CORE COMPETENCIES (JOB SPECIFIC)	RATING SCALE	EVIDENCE/COMMENTS
Knowledge		
i. Demonstrates an awareness and understanding of appropriate board and Ministry documents/regulations/standards/procedures relevant to their professional practice and to the care and education of children		
ii. Is knowledgeable about child development and developmental continuums and remains current with technical and other developments		
iii. Knows where to access information and who to contact		
iv. Knows roles, responsibilities and expected practice		
Developing the Organization		
i. Engages in professional learning and shares acquired learning and applies new learning as appropriate		
Leadership and Community		
i. Uses current evidence-informed methods to monitor and improve the quality of the learning environment		
ii. Shares knowledge and expertise as appropriate		
iii. Promotes our education system		
iv. Fosters team environment		
Time Management and Securing Accountability		
i. Prioritizes tasks effectively		
ii. Allocates time and resources effectively to complete tasks		
iii. Is accountable for the responsible stewardship of resources		
Health and Safety		
i. Knows and applies safe working practices		
ii. Knows where to access information to support a safe working environment		
iii. Takes appropriate steps to ensure that the learning is safe and inclusive for all learners promoting physical and mental health and well-being		
iv. Understands and complies with the requirements of occupational health and safety		

Overall Rating: _____



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RATING SCALE

Meets Expectations (M)

Employee completes job assignments as expected.

Does Not Meet Expectations (DNM)

Employee is not meeting expected performance standards and needs to make significant improvement in job performance.

Development Needed (DN)

Employee needs to make some specific improvements in job performance

Not Applicable (N/A)

If a particular factor is not applicable to the employee being evaluated, a notation of N/A may be inserted.

Supervisor Comments	Early Childhood Educator Comments

Supervisor's Name

Date:

Supervisor's Signature

Early Childhood Educator's Name

Date:

Early Childhood Educator's Signature

Distribution: Copy – Early Childhood Educator

Copy - Supervisor

Original – Executive Officer - Human Resources Services for personnel file