

ECEAP Lead Teacher



Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Instructional Skills			
A. Develops long-range instructional plans using required curriculum and curriculum tools		D. Considers abilities, interests, and present performance levels of students when planning instruction	
B. Maintains timely and appropriate weekly instructional plans		E. Uses a variety of developmentally appropriate instructional strategies and materials	
C. Implements required and approved curriculum		F. Accurately evaluates, documents, and communicates student progress	
2. Classroom Management			
A. Assumes responsibility for supervision at all times		D. Maintains accurate, timely, and confidential records in accordance with program and district requirements	
B. Manages classroom calmly, consistently, and effectively		E. Supports students in developing independence, routines, and positive learning habits	
C. Maintains an instructional climate conducive to learning			
3. Professional Practice & Growth			
A. Demonstrates knowledge of current teaching theories, strategies, and methods		C. Completes ongoing district- and state-required trainings	
B. Maintains current knowledge and skills relevant to early learning instruction, curriculum, and child development		D. Responds positively to feedback and implements suggestions for improvement and/or growth	
4. Behavior Guidance			
A. Clearly communicates established guidelines for student conduct		D. Responds to significant behavior concerns in accordance with program and district procedures	
B. Addresses and responds to student behavior calmly, consistently, and appropriately		E. Requests and utilizes support when appropriate	
C. Shows fairness in addressing student behavior			
5. Student Relationships & Support			
A. Treats students with respect, patience, and dignity		C. Builds positive, appropriate relationships with students while maintaining professional boundaries	
B. Demonstrates care and responsiveness to individual student needs		D. Promotes a welcoming, inclusive classroom environment in which students feel valued and supported	
6. Professional Responsibility			
A. Demonstrates professionalism, composure, and sound judgment		E. Follows established program, building, and district policies and procedures	
B. Works collaboratively and respectfully with colleagues and staff		F. Maintains professional conduct and presentation appropriate to the work environment	
C. Builds positive, professional relationships with families		G. Demonstrates punctuality, dependability, and consistent fulfillment of assigned duties and responsibilities	
D. Shares responsibility and contributes effectively to the classroom and program			

Cheney Public Schools Annual Employee Evaluation

ECEAP Lead Teacher



Supervisor Portion (cont.):

Comments:

I certify this evaluation has been discussed with me during a conference held on (date) _____.
I understand my signature does not necessarily indicate agreement; it is simply acknowledgment of receipt.

NOTE: Any disagreement within this evaluation between supervisor and employee must be indicated in writing, dated, and signed by both parties within five (5) working days after the conference and a copy shall be attached to the evaluation form.

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES:

- ME** Meets Expectations: The employee has met the performance expectations for this factor.
- AE** Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.
- NA** Needs Attention: The employee has difficulty meeting the performance expectations for this factor.
- US** Unsatisfactory: The employee has failed to meet the performance expectations for this factor.
- NR** Not Relevant

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Cheney Public Schools Annual Employee Evaluation
ECEAP Lead Teacher



Employee Name: _____

Employee Portion:

1. Identify your areas of strength:

2. Identify potential growth areas:

3. Identify one professional goal for next year: