Updated 2017

 **PALOMAR COLLEGE**

**EARLY CHILDOOD EDUCATION LAB SCHOOL TEACHER**

 **PROBATIONARY REVIEW REPORT**

[ ] 1st year report [ ]  2nd year report [ ]  3rd year report [ ]  4th year report

Probationary Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_**ECE Lab School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation the committee chair will complete the **Probationary Review Report**. a. Self-Evaluation Form b. Professional Development Contract c. lesson plans and lesson plan review d. parent/staff survey e. ECERS or ITERS f. classroom observation g. supervisor evaluation (if appropriate). Please attach supporting documents. In your comments, please do not refer to the parent survey questions by number. This report will eventually be a stand-alone document. The parent surveys will not accompany this report, so referring to the parent survey questions by number (rather than in words) will not be descriptive.

***Definitions of evaluation categories:***

*(based on Standards of Performance for ECE Lab School Teachers)*

***High Professional Performance*** *-**Frequently exceeds accepted standards of professional performance. (Check this box when the teacher's professional performance is beyond what is reasonably expected.)*

 ***Standard Professional Performance*** *- Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all center teachers when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)*

***Performance Needs Improvement*** *- Does not consistently meet accepted standards of professional performance.*

 ***Unsatisfactory Performance*** *- Does not meet minimal standards of professional performance.*

**Comments are required for all questions.**

1. The teacher establishes a classroom (both inside and outside) environment to promote teaching and learning that respects the active role of the individual child as a learner and encourages child participation.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

2. The teacher maintains a clean and healthy classroom environment that follows ECERS or ITERS standards to at least the minimum score required by the State of California Department of Education. The teacher maintains a classroom that follows Community Care Licensing standards, including general supervision of children at all times.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

3. The teacher demonstrates subject area currency and is proficient in integrating new activities and material in the classroom.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

4. The teacher presents material in a clear, well-organized and informative manner, using teaching methods and materials that are appropriate to the classroom (both indoor and outdoor) assigned and to the individual needs of the children.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

5. The teacher demonstrates effective communication skills in the classroom with the children, including using positive reinforcement and redirection when appropriate, with parents, with co-workers, and with the college community.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

6. The teacher follows and maintains child portfolios following all state requirements for DRDP documentation, informs parents of child progress through formal parent-teacher conference and informally (conversations, emails, phone calls…) on a regular basis, and initiates and follows through with the Center’s Discipline and Referral to a Specialist policies when appropriate.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

7. The teacher treats children, families, and co-workers with respect and tolerance, demonstrating a positive attitude, patience, a willingness to help when needed, and upholds confidentiality of children, families and center staff.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

8. The teacher provides an environment where persons of diverse cultural and ethnic backgrounds become partners in learning, built on the strengths of their own cultural tradition, and respect, embrace and learn from persons of other traditions.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

9. The teacher demonstrates continued professional growth by participation in professional activities. Such activities may include, but are not limited to: completion of course work; attendance at workshops, seminars or professional meetings; and participation in conference presentations, exhibits, research, publication or community service.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

10. The teacher demonstrates commitment to the center and college community and to education by participating in, curriculum development, center meetings and activities, by serving on campus and/or center committees, and by working cooperatively with center staff, and college faculty and staff. This commitment begins the first semester of employment.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

11. The teacher creates weekly lesson plans that demonstrate developmentally appropriate activities and materials for the assigned children. The teacher will follow the approved lesson plan format, including all supplemental pages. Lesson plans are complete, well developed, and implemented records of what is going on in the classroom on a daily basis.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

12. The teacher develops a class schedule appropriate to the needs of the children in the classroom. The teacher balances active and quite times along with teacher directed and child initiated times throughout the day. The teacher assists children with self-help skills, such as diapering, toileting, dressing, napping, transitions, and meals.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

13. The teacher follows standards and policies set forth by the center in regards to work schedule, attendance, and professional appearance.

 [ ]  Yes [ ]  No

 **Comments:**

14. The teacher works cooperatively with observation students, students completing activities, student teachers, and Child Development Department faculty. The teacher provides feedback of these students when appropriate.

 [ ]  Yes [ ]  No

 **Comments:**

15. For positions of Site Supervisor: If the teacher performs an administrative or supervisory service as part of the contract, he/she demonstrates skillful maintenance of the program that he/she supervises. The teacher also stimulates and initiates useful changes within the program and the structure of the organization. Areas to be included but not limited to administrative or supervisory service would include supervision of staff, step in for coordinator in his/her absence, ordering and maintenance of materials and supplies, maintaining all required state records, conduct regular staff meetings, be aware and notify appropriate individuals for maintaining the facility and grounds to required standards, emergency drills, and other duties as assigned.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 [ ]  Non Applicable

 **Comments:**

16. **Summary Comments and Recommendations:**

**Overall Recommendation:**

[ ]  High Professional Performance

[ ]  Standard Professional Performance

[ ]  Performance Needs Improvement

[ ]  Unsatisfactory Performance

1st Year [ ]  Rehire [ ]  Do not rehire

2nd Year [ ]  Rehire [ ]  Do not rehire

3rd Year [ ]  Satisfactory [ ]  Unsatisfactory

4th Year [ ]  Rehire/Grant Permanent status [ ]  Do not rehire/Deny Permanent Status

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures** (Comments are optional)

 Committee Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Random Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Division Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

 Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Tenure and Evaluations

 Review Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Copy of evaluation sent to evaluee on (date)