

Taking Stock

SELF-ASSESSMENT — CENTER DIRECTOR

AN EXCHANGE EVALUATION INSTRUMENT

The act of nurturing, the process of growth—this is what the business of child care is all about. As director of the program, it is my responsibility to make sure that growth happens. When I examine what is happening in my center, this is what I see:

**This is
happening:**

**This is where
I need to focus
my attention:**

Growing People

Children

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Children are happy to be here. When I close my eyes and listen, I hear talking, laughter, activity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know the children and what is happening for children in the program. |
| <input type="checkbox"/> | <input type="checkbox"/> | Careful records are kept on each child to monitor social, emotional, physical, and cognitive progress and well-being. |
| <input type="checkbox"/> | <input type="checkbox"/> | The curriculum is working well. I am constantly monitoring its effectiveness and working with staff to change it to meet individual needs and diverse personalities and situations. |

Parents

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Parents spend a few moments at drop-off and pick-up times to talk with me or with their child's teacher. They are comfortable enough to ease the transitions and share information. |
| <input type="checkbox"/> | <input type="checkbox"/> | I enjoy talking with the parents. I am able to answer questions and address concerns. |
| <input type="checkbox"/> | <input type="checkbox"/> | Parent education happens informally in day-to-day interactions and formally through center events, meetings, conferences, and workshops. |

Staff

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | My staff know they can count on me for support, information, guidance. I know how to be there for them as a person and yet maintain a professional relationship. |
| <input type="checkbox"/> | <input type="checkbox"/> | My staff and I work well as a team. We know how to work out differences and when to laugh. |
| <input type="checkbox"/> | <input type="checkbox"/> | In hiring, training, and working with staff, I build on each person's strengths, allow for individual differences, and help each person grow beyond their weaknesses. |
| <input type="checkbox"/> | <input type="checkbox"/> | I encourage staff to visit other programs, to attend conferences and workshops. In addition, I provide training through regular staff meetings and frequent observations, and informal feedback. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know when to intercede and when to watch from the sidelines. |

Self

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I feel a sense of accomplishment in what I am doing and I accept the difficult challenges. |
| <input type="checkbox"/> | <input type="checkbox"/> | I take time for myself, both to be alone and to be with my family and friends. The commitment I have made to my job is not all-consuming. |

EXCHANGE

- My meetings with other directors, both informally and through conferences and workshops, give me opportunities to vent my frustrations, renew my commitment, and adjust my perspective.
- I keep well informed on child care issues through professional reading and through participation in community, state, and national activities.

Growing an Organization

- The daily flow of activities and responsibilities is effective and flexible—it seems to work well for us.
- Emergency plans of action are clear to everyone.
- I continually inspect the facility both indoors and outdoors to make sure that it is a safe, comfortable, pleasing place for adults and children to spend their days together.
- Our record-keeping systems efficiently keep me up to date on vital information about staff, children, families, finances, and organizational performance.
- The program philosophy guides decisionmaking. There is a sense of history, of continuity here. It is clear what we stand for.
- I am clear about my responsibilities and the expectations of others.
- I am comfortable with my ability to delegate meaningful tasks.
- When I need help, I do not hesitate to ask for it. I know where to go for help.
- I know where our program is going. We have a long range plan.
- I modify the plan as conditions require.
- From year to year the organization operates on a fiscally sound basis.
- Enrollment patterns are continually monitored; I know what to expect and how to plan for it.
- People are kept well-informed. Seldom do I hear, "I never knew" or "Why didn't you tell me?"
- I am watching what is happening within the community so that I will be well prepared to guide my program into the future.
- I know who my customers are, why they are here, and how to keep them satisfied.
- The program is well respected in the community. People turn to us as experts on issues relating to children and families.
- I know my role as an advocate for children's issues and see myself as a community leader.

This form, designed for use by a center director as a means of self-evaluation, was developed by Exchange as a service to our readers. Please use it in your program.