

EXCHANGE

TEACHER SELF-EVALUATION FORM

Instructions: Evaluate your own performance on this form. To the left of each characteristic listed below, write a **W** if you are *working on it*, **M** if you do it *most of the time*, or an **A** if you do it *always*. After you have completed this form, make an appointment with the director and bring it with you.

Relationships

- ___ 1. I share my positive feelings by arriving with a good attitude.
- ___ 2. I greet children, parents, and staff in a friendly and pleasant manner.
- ___ 3. I accept suggestions and criticism from my co-workers gracefully.
- ___ 4. I can handle tense situations and retain my composure.
- ___ 5. I make an effort to be sensitive to the needs of the children and their parents.
- ___ 6. I am willing to share my ideas and plans so that I can contribute to the total program.

Goals

- ___ 1. I have a classroom that is organized for a quality child development program.
- ___ 2. I constantly review the developmental stage of each child so that my expectations are reasonable.
- ___ 3. I set classroom and individual goals and then evaluate regularly.
- ___ 4. I have fostered independence in my children.
- ___ 5. I participate in in-service training opportunities so that I can improve and enlarge my knowledge.

Classroom Skills

- ___ 1. I arrive on time, ready for the first child.
- ___ 2. I face each day as a new experience.
- ___ 3. I plan a balanced program for the children in all skill areas.
- ___ 4. I am organized and have a plan for the day.
- ___ 5. I help each child recognize the role of being part of a group.
- ___ 6. I help children develop friendships.
- ___ 7. I maintain a child oriented classroom.
- ___ 8. The bulletin boards enhance the room.
- ___ 9. Visitors to our classroom are welcome.

Professionalism

- ___ 1. I have been conscientious in my attendance and in my use of sick leave.
- ___ 2. I understand the school philosophy and can share it with parents and community.
- ___ 3. I have been loyal to the school and the director.
- ___ 4. I do not gossip about the staff or the families.
- ___ 5. I maintain professional attitudes on the job, in my demeanor, and in my personal relationships.
- ___ 6. I assume my share of joint responsibilities.
- ___ 7. I participate in pertinent school activities outside my regular hours.

Personal Qualities

- ___ 1. I have a basic emotional stability.
- ___ 2. My general health is good and does not interfere with my responsibilities.
- ___ 3. My personal appearance is suitable for my job.

My Teaching Team

- ___ 1. Has no conflicts which detract from work with children.
- ___ 2. Has a well balanced array of teaching and caring skills.
- ___ 3. Shares leadership and initiative equally.
- ___ 4. On a scale of 0 to 5 (with 0 being least effective and 5 most effective), I would evaluate the effectiveness of my teaching team as noted.

Comments: _____

Signed: _____

Date: _____

Source: This evaluation form was developed by Carol Murphy, former director of the La Crescenta Presbyterian Center for Children in La Crescenta, California. Exchange readers may reproduce it, modify it, and use for in-house evaluations.