

Staff Workshop TEACHER HANDOUT

Teacher Self-Evaluation: Building on Your Strengths

A New End-of-Year Evaluation Plan by Sara Wilford

The following pages provide self-evaluation tools to help you build on your strengths, tackle areas that need improvement, and encourage thinking about the future.

Classroom Environment

Questions to ask yourself:

- ✓ Do I enjoy or feel satisfied with the way my classroom is arranged?
- ✓ Are materials clearly organized and easily available to children?
- ✓ Do materials, such as posters, dolls, and books, reflect not only the various ethnicities and abilities of our children but also those of the world?
- ✓ Is there enough space to allow children to use materials, such as blocks and paint, comfortably?
- ✓ Are learning centers easily identifiable?
- ✓ Do bulletin boards reflect the children's work?
- ✓ Is the children's work, along with posters, panels, and photographs, displayed aesthetically?

Areas of strength _____

Needs work _____

Comments _____

Curriculum

- ✓ Do I encourage experiences and ongoing projects that allow children to explore their interests?
- ✓ Do I make sure that experiences are hands-on and relevant to children?
- ✓ Do I provide a variety of language experiences, such as group times organized for both listening and speaking and daily read-alouds? Do I provide a designated space for experiments that includes meaningful signs and charts? Do I provide a classroom library with a selection of "big" books?

✓ Do children have access to a variety of art materials for drawing, painting, illustrating, and making three-dimensional works?

- ✓ Are music and movement part of my program?
- ✓ Do I use math manipulatives, and am I aware of math possibilities both indoors and outdoors?
- ✓ Do I weave science opportunities into my curriculum?
- ✓ Do I support children's imaginative play?

Areas of strength _____

Needs work _____

Comments _____

Daily Schedule

- ✓ Is my daily schedule appropriate to the children's developmental level, for example, shorter group times for younger children?
- ✓ Do children have extended periods of time in which to work on individual and group projects without interruptions?
- ✓ Is there balance between time spent indoors and outdoors?

Areas of strength _____

Needs work _____

Comments _____

Interactions with Children

- ✓ Do I have enough time to spend with individual children?
- ✓ Do I have time to think about and plan for each child and the class as a whole?
- ✓ Am I satisfied with my classroom-management skills?

Areas of strength _____

Needs work _____
Comments _____

Documentation and Assessment

- ✓ Am I a good listener and observer?
 - ✓ Do I use a range of techniques for documenting children's work and progress, such as logs, portfolios, and videos?
 - ✓ Am I conscious of seeing each child as a whole person with individual strengths and needs?
 - ✓ Do I share my documentation with children and parents?
- Areas of strength _____
Needs work _____
Comments _____

Relationships with Families

- ✓ Do I have a system for communicating with families, that is, with regular conferences, notes, phone calls?
 - ✓ Do I see myself as a parent advocate as well as a child advocate?
- Areas of strength _____
Needs work _____
Comments _____

Professional Development

- ✓ Do I attend all scheduled staff meetings and strive for good relationships with my colleagues?
 - ✓ Am I satisfied with my professional-development activities, such as attendance at conferences and visits to other classes and programs?
- Areas of strength _____
Needs work _____
Comments _____

Administrator Self-Evaluation

The following pages are designed to help you reflect on your program and your role

as a program administrator.

Program Environment

- Questions to ask yourself:
- ✓ How do I feel about my program when I walk in the door?
 - ✓ Is the atmosphere cordial and collegial?
 - ✓ Does the space look inviting? Is there a sense of order with furniture and materials in good condition? Are there attractive and meaningful displays of children's experiences and work?
- Areas of strength _____
Needs work _____
Comments _____

Policies and Procedures

- ✓ Is our program philosophy in writing and easily articulated?
 - ✓ Am I clear about policies regarding health and safety, building and outdoor maintenance, and personal issues?
- Areas of strength _____
Needs work _____
Comments _____

Supporting Your Staff

- ✓ Do I have adequate time to spend in classrooms getting to know children's and teachers' individual styles?
- ✓ Do I meet with teachers regularly, both individually and in staff meetings?
- ✓ Do I support staff members who lack specific skills?
- ✓ Do I work with staff on an ongoing basis to address concerns and questions regarding antibias issues?
- ✓ Do we work together to combat all stereotyping, including that of gender, race, ethnicity, ability, and sexual orientation?
- ✓ Are procedures in place for hiring substitutes when teachers are out, for mediating disagreements between parents and teachers, for handling suspected incidents of child abuse, for dealing with a particularly difficult child?
- ✓ Are staff meetings based on a shared

understanding of program goals and staff-development needs?

- ✓ Does staff have a say in the purchasing of new materials and classroom snacks?
- Areas of strength _____
Needs work _____
Comments _____

Working with Families

- ✓ Do families have opportunities to add to their understanding of child development, either through after-school speakers and events, or through child-development literature or videotapes they can borrow?
 - ✓ Do I have an open-door policy, or times when I am free to meet with parents?
 - ✓ Is there a mechanism in place for inviting yearly input from families concerning the quality of the program?
 - ✓ Does our program have a parents' association? If not, would families like to form one, and how might I help?
- Areas of strength _____
Needs work _____
Comments _____

Professional Vision

- ✓ Do I make an effort to attend and present at conferences, to work on professional reading and writing, and to join professional organizations?
 - ✓ Do I reflect on program goals?
 - ✓ Are there issues and philosophies, such as Gardner's theory of multiple intelligences, Reggio Emilia's approach, or the project approach, that staff would like to look into further?
 - ✓ How do I feel about our program's focus on technology, both in the classroom and for documentation purposes?
 - ✓ Do I plan at least one event where we can leisurely discuss program goals?
- Areas of strength _____
Needs work _____
Comments _____

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