



# Apprenticeship for Child Development Specialist

## Instructor Performance Evaluation

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_ Date of Observation: \_\_\_\_\_  
 County of Class: \_\_\_\_\_ Observer: \_\_\_\_\_  
 Observer Arrival Time: \_\_\_\_\_ Observer Departure Time: \_\_\_\_\_  
 Completed By: \_\_\_\_\_ Completed by Title: \_\_\_\_\_

The following rating format will be used to evaluate instructor job performance. Instructors may use this form for self-evaluation as desired, or upon request of the ACDS Statewide Coordinator. A copy of the completed evaluation conducted by the ACDS Statewide Coordinator or ACDS Specialist will be provided to the instructor and will also be maintained in the instructor file. Any indicator rated as Does Not Meet Expectation (DE) will be addressed with a plan for improvement.

Rating	Code	Description
Exceeds Expectations	EE	Consistently displays exceptional performance. Job responsibilities were fulfilled well above expectation and accomplishments were realized in unexpected areas. Instructor regularly goes beyond what is required of the position.
Fully Meets Expectations	FE	Consistently displays excellent performance. Job responsibilities were fulfilled to expectation and some accomplishments were realized in unexpected areas. Instructor meets expectations in a fully competent manner.
Partially Meets Expectations	PE	Consistently displays an average performance, and/or inconsistent in performance level. Job responsibilities were fulfilled at or below expectations. Instructor meets expectations in a partially competent or inconsistent manner.
Does Not Meet Expectations	DE	Consistently displays a below average performance with a low performance level. Job responsibilities were not fulfilled, or were partially fulfilled, well below expectation. Instructor does not meet expectations.
Not Applicable	NA	Not applicable or did not witness during this observation.

Capabilities and Skills	Rating
Demonstrates excellent knowledge of child development and best practices	
Works well independently	
Effective organizational and time management skills	
Ability to work respectfully and nonjudgmentally with diverse populations	
Capable of managing discussions of controversial topics in a professional manner	

Ability to foster relationships with adults	
Maintains confidentiality with apprentice information, documentation, classroom discussions, and other information shared with an understanding of confidentiality	
Possesses excellent verbal and written communication skills	
Possesses excellent literacy skills	
Possesses excellent presentation and facilitation skills	
Possesses understanding of adult learning styles	
Able to lift various items: presentation materials, resource materials, paper, binders	
Able to travel as needed, i.e. to class and site visits	
Comments:	

<b>Essential Responsibilities</b>	<b>Rating</b>
Adheres to the NAEYC Ethical Code of Conduct	
Teaches "best practice" as recommended by NAEYC	
Role models professional behavior in appearance, language, behavior, and manners	
Delivers ACDS curriculum in accordance with and as sanctioned by ACDS	
Does not disseminate, copy, or use ACDS curriculum or training materials for any other purpose other than teaching ACDS classes	
Supports and adheres to all ACDS policies for apprentices; including length and duration of class and attendance and grading policies	
Supports and adheres to all ACDS policies for instructors; including submission of required documentation, maintaining WV STARS Trainer Credential, and attending ACDS Instructor Updates	
Attends class weekly and reschedules any cancelled classes or provides a certified instructor as a substitute	
Supports lecture with group work and activities	
Is prepared for instruction prior to class start time	
Is available for apprentice consultation 30 minutes prior to or after class instruction time	
Takes required weekly attendance with ACDS/DOL attendance sheet	
Provides apprentices with a syllabus no later than the first night of class	
Punctual with returning documents to apprentices	

Assists and encourages apprentices with developing productive work habits and study skills	
Communicates any changes to classroom schedule or location to ACDS office	
Accommodates individual learning abilities; including special needs as reported by apprentices	
Conducts apprentice site visits and completes accompanying documentation as applicable	
Maintains apprentice files and documentation and shares with next semester instructor or returns to local council	
Returns all resource material in good condition to local council or designated Child Care Resource and Referral Agency	
Collects and submits class fees to ACDS program on time	
Comments:	

Additional Comments:

_____	_____	_____
<b>Observer Signature</b>	<b>Observer Printed Name</b>	<b>Date</b>
_____	_____	_____
<b>Instructor Signature</b>	<b>Instructor Printed Name</b>	<b>Date</b>

*This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.*

