



Apprenticeship for Child Development Specialist

Instructor Performance Evaluation

Instructor: _____ **Semester:** _____ **Date of Observation:** _____
County of Class: _____ **Format (virtual or in person):** _____
 Part Time Employee **Contracted Instructor (WVU Extension)**
Observer Arrival Time: _____ **Observer Departure Time:** _____
Observer Name: _____ **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 Project Manager or ACDS Assistant Statewide Project Manager 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. * Some performance measures will not apply to contracted instructors and will be marked as N/A.

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.

Essential Capabilities and Skills	Rating
Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.	
Able to utilize computer technology and software systems to enter, retrieve, and communicate information	
Able to work independently and collaboratively in team environments	
Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools	
Able to travel as required for position; have access to dependable transportation	
Essential Capabilities and Skills Comments:	

Other Capabilities and Skills	Rating
Able to be reliable, flexible, and self-initiated	
Able to practice effective time management and pay close attention to detail	
Able to utilize effective conflict management skills	
Able to engage effectively with the public and community and provide professional customer service to internal and external customers	
Able to foster collaborative relationships	
Able to lift various items: boxes, paper supplies, etc.	
Able to complete tasks with speed and accuracy	
Able to meet requirements of an Entity Approved Instructor	
Able to manage discussions of controversial topics in a professional manner	
Understand and explain child development and best practices	
Establish excellent presentation and facilitation skills for in-person and virtual teaching	
Other Capabilities and Skills Comments:	

Agency Expectations		Rating
Follows all agency policies, procedures, and practices		
Adhere to NAEYC Code of Ethics		
Follows and promotes agency philosophy and mission; promote unity and teamwork within program and agency		
Keep supervisor informed on all relevant matters		
Agency Expectations Comments:		
Essential Duties		
Program		Rating
Role model professional behavior in appearance, language, behavior, and manners		
Adhere to all ACDS policies and procedures for the implementation of the program		
Adhere to semester start and end dates		
Deliver ACDS Curriculum in accordance with, and as sanctioned by ACDS		
Record student's completion in the WV STARS system		
Facilitate class weekly and reschedule any cancelled classes		
Be punctual with grading assignments and quizzes		
Return all resource materials in good condition to the designated child care resource and referral agency or WVU extension office		
Maintain apprentice files and documents and share with next instructor or return to the local council representative		
Conduct apprentice site visits and complete required documentation, as applicable		
Accommodate individual learning differences; including special needs as reported by apprentices		
Support apprentices with the registration process, as needed		
Assist apprentices in developing productive work habits and study skills		
Communicate any changes to the class schedule or location to supervisor		
Communicate class related concerns to supervisor		
Program Comments:		

Other Duties	Rating
Develop and maintain up-to-date knowledge of the early care and education system in WV	
Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with ACDS supervising staff, the WVECTCR Assistant Statewide Director, and the WVECTCR Statewide Director	
Attend and participate in program meetings as requested by the ACDS Statewide Project Manager, WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director	
Any other duties as assigned by the ACDS Statewide Project Manager, WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director	
Other Duties Comments:	

Additional Comments:

Observer Signature	Observer Printed Name	Date
Instructor Signature	Instructor Printed Name	Date
Director Signature	Director Printed Name	Date

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