



Site Supervisor Evaluation

First Semester Evaluation

Date Evaluation Due: _____

Please complete the following information:

Apprentice: _____

Site Supervisor/Director/Mentor: _____

Name of Work Site: _____

Tiered Reimbursement Status: _____

Phone Number of Work Site: _____

Address of Work Site: _____

Date of Completion: _____

Supervisor Evaluation Directions/Requirements:

- Complete the evaluation form and review in person with the apprentice/student.
- Signatures are required by supervisor and apprentice/student.
- File the original, signed evaluation in the apprentice/student's portfolio.
- Submit a copy of the evaluation to instructor.
- Place a copy in the apprentice/student's personnel file.

This evaluation is designed to measure the competencies learned in the classroom and observable teaching practices in the apprentice/student's environment adopted by the Apprenticeship for Child Development Specialist program. Please use the following rating scale (also listed at the top of each page) to evaluate the quality of the apprentice/student's performance in relation to the specific criteria.

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements

1=Fails to meet basic requirements
2=Meets basic requirements
3=Exceeds basic requirements
DNO=Did not observe

Professionalism	1	2	3
1. Interacts appropriately with children, families and colleagues			
2. Practices self-reflection and adjusts to ensure quality in the early childhood setting			
3. Demonstrates professional demeanor in behavior, appearance, and communication			
4. Maintains confidentiality and does not partake of gossip within the workplace			
Please provide examples of apprentice/student's behavior that support the above ratings:			

Health and Safety	1	2	3
1. Cleans and sanitized environment at appropriate intervals			
2. Follows proper handwashing guidelines			
3. Practices proper universal/standard precautions to maintain self-health			
4. Provides a safe environment where children are free to explore			
5. Demonstrates proper diapering/toileting procedures			
Please provide examples of apprentice/student's behavior that support the above ratings:			

1=Fails to meet basic requirements
2=Meets basic requirements
3=Exceeds basic requirements
DNO=Did not observe

Social/Emotional Development	1	2	3
1. Provides a caring environment while guiding and educating children			
2. Identifies each child's temperament and adjusts self and environment in order to establish a quality learning environment (i.e. goodness of fit)			
3. Assesses children regularly for developmental delays			
4. Establishes a secure attachment with each child			
5. Interaction is positive with children and sensitivity is given to children according to mood and needs			
Please provide examples of apprentice/student's behavior that support the above ratings:			

Motor Development	1	2	3
1. Engages in active play with children- both indoors and outdoors			
2. Provides an environment where children can develop, improve, and master their motor skills (fine and gross)			
3. Assesses children regularly for developmental delays			
Please provide examples of apprentice/student's behavior that support the above ratings:			

Evaluation Summary

Areas of Strength:

Ideas for Improvement:

Apprentice Signature

Date

Indicates you have read and discussed this evaluation with your supervisor.

Supervisor Signature

Date

Indicates you completed the evaluation and reviewed with apprentice.

WVECTCR Funding Information - TCR-ECE is supported by federal funding passed through the West Virginia Department of Human Services: Federal award amount: \$4,727,547 (99.9% of program budget) State award amount: \$5,122 (0.1%). TCR-OMCFH is supported by state funding through the West Virginia Department of Health. TCR-HV is supported by federal funding passed through the West Virginia Department of Health: Federal award amount: \$225,000 (100% of program budget) State award amount: \$0 (0%).

