



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 Project Manager. A copy of the completed evaluation conducted by the ACDS Project Manager or ACDS Assistant 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	
Enters student attendance in WV STARS	
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	
Maintains apprentice files and submits annually to ACDS	
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 Director, and the WVECTCR Director	
Attend and participate in program meetings as requested by the ACDS Project Manager, WVECTCR Assistant Director, and WVECTCR Director	
Any other duties as assigned by the ACDS Project Manager, WVECTCR Assistant Director, and WVECTCR Director	
Other Duties Comments:	

Additional Comments:

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

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%).