



# 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:

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Ideas for Improvement:

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\_\_\_\_\_  
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.

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.

