

K-Prep Learning Center

UPDATED 7/2023

Employee Name:

Position :

Employee Expectation Evaluation

Hire date:

Evaluation date:

At K-Prep Learning Center, we strive to create an environment where *ALL* are loved and feel connected.

K-Prep Employees...

	A	M	S	R
Display a <i>LOVE</i> of each child, family, and coworker	4	3	1	0
Welcome families, children, and coworkers with a smile and a greeting/brief conversation.				
Show positive affection towards the children with hugs, high fives, smiles, snuggles, etc.				
Positively communicate with families and coworkers to promote consistency, unity, and understanding.				
TOTAL POINTS				
Add total above and divide by 3 to get AVERAGE POINTS for LOVE				

Comments:

	A	M	S	R
Show awareness and <i>RESPOND</i> to the children and the environment	4	3	1	0
Demonstrate appropriate supervision by knowing the names, amount of, and whereabouts of the children in care.				
Repeatedly model problem solving strategies and make use of teachable moments during play.				
Follow the practices of the center to provide a clean, safe, and healthy environment.				
AVERAGE POINTS				
Add total above and divide by 3 to get AVERAGE POINTS for RESPOND				

Comments:

ALWAYS(4) **MOSTLY(3)** **SOMETIMES(1)** **RARELY(0)**

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K-Prep Employees...

ENGAGE with children through personal interactions	A 4	M 3	S 1	R 0
Support social-emotional growth by adapting to individual needs and being flexible in their developmental goals.				
Keep children involved with developmentally appropriate activities, teacher interactions, and open play choices in play throughout the day.				
Participate in various child-led play activities including free play, dancing, singing, pretend play, one-on-one, conversations, etc.				
AVERAGE POINTS				
Add total above and divide by 3 to get AVERAGE POINTS for ENGAGE				

Comments:

Demonstrate RESPECT towards families and coworkers	A 4	M 3	S 1	R 0
Maintain schedules/routines/organizational practices that are able to be easily understood and followed by other adults.				
Display professionalism, incorporate feedback, seek out own areas of growth, and contribute to a harmonious environment.				
Contribute to the team responsibilities with dependable attendance, shared tasks, and problem-solving ideas.				
AVERAGE POINTS				
Add total above and divide by 3 to get AVERAGE POINTS for RESPECT				

Comments:

I have read, understand and am able to fully complete all of the employee expectations.

Signed _____

Date _____

ALWAYS(4)

MOSTLY(3)

SOMETIMES(1)

RARELY(0)

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K-Prep Employees...

LOVE Display a love of each child, family and coworker.	RESPOND Show awareness and respond to the children and the environment.	ENGAGE Engage with children through personal interactions.	RESPECT Demonstrate respect towards families and coworkers.	Total	FINAL SCORE Total/4

Evaluation Comments/Concerns:

Staff Comments/Topics Discussed:

Administrator _____

Date _____

Employee _____

Date _____

ALWAYS(4) MOSTLY(3) SOMETIMES(1) RARELY(0)

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