(Include this form in evaluation)

Date: <<Insert Date>>

To: <<All committee members & Early Childhood Development Employee>>

From: <<Academic Administrator’s Name & Title>>

cc: <<IDS>>

Subject: ECE Certificated Staff Evaluation Committee

Select option/s below:

□ **First Year ECE Certificated Staff**

□ **Second Year** □ **Third Year** □ **Fourth Year** □ **Six or more Years**

**SCOPE & PROCESS SUMMARY**

ECE Certificated Staff Member: <<Name>> Semester/Year: <<List>>

1. Committee Membership:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Administrator |  | | Department Chair or designee |  | | Discipline Member[[1]](#footnote-1)\* Appointee |  | |  |

1. Scope & Process:
   1. A committee meeting to determine scope and process was held on:

Date: <<List>>

* 1. The committee agreed to the following:
* Each committee member shall write a narrative supporting their overall judgment of contract ECE Certificated Staff member’s fulfillment of the job responsibilities as listed in the most current job description.
* Written peer and administration reviews from classroom visitations, if applicable (to be added to written report) .
* Survey results from families, student interns, and manager, and department chair/ discipline lead faculty.
* A self evaluation to include, but not limited to professional growth and contributions and goals for their classroom.
* <<Any other documents as determined in the meeting>>.

1. Written narratives due: <<Date>>
2. Joint committee to review evaluation materials and recommend final report:

Date: <<Insert Date>>> Place: <<Location>>

1. \* **Appointed by the Early Childhood Development Employee** [↑](#footnote-ref-1)