ECE Center Certificated Staff

Early Childhood Development Employee: <<Name>>

Semester: <<List>>

The Review Must Include:

Each committee member shall write a narrative supporting his/her overall judgment of 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, Manager, and Department Chair.

A self evaluation to include, but not limited to, professional accomplishments, challenges, goals for their area, and the resources needed to meet those goals.

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| **Committee Member** | **Other method(s) of evaluation (if applicable)** |
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**Note:** Please notify ECE Manager that they will need to distribute Surveys:

Notification Week of <<Insert Date>>.

All survey summaries and classroom observation reports are to be sent to <<Academic Administrator’s office>> on or before <<Insert Date>>.

Next meeting will be on <<Insert Date>>.