

Early Childhood Educator (ECE) Evaluation Guidelines (Non-Certified)

At the pre-conference please review the evaluation with your ECE; please have each one sign the last page listed as page 1. The mid-year conference is helpful to review any concerns you have as well as allow the ECE time to indicate any concerns they may be having regarding their evaluation. This can be listed in the note box for each section of the evaluation/please date.

Early Childhood Educators are evaluated every 3 years unless deemed otherwise by the principal. Sometimes principals like to evaluate when they have an ECE transfer into their building. Even if they were evaluated the previous year by the previous principal. This is fine, the principal can evaluate as needed or every 3 years.

PESPA Contract Language:

18-4 Employee evaluations shall be conducted by the Administration of all first year Classified staff personnel. All other Classified staff personnel will be evaluated as the administration deems necessary and in substantial compliance with the District Classified Review Procedure. Such evaluations will be conducted when the supervisor determines that the evaluation process is needed, otherwise evaluations shall take place every three (3) years on a rotating cycle. Employees shall receive a copy of their evaluation.

18-5 The evaluation form for early childhood educators may vary from the standard classified employee's evaluation form. Early Childhood Educators will be evaluated by the immediate supervisor (principal) and/or a certified program administrator.

18-5-1 The process will include a pre-conference to be completed no later than October 1 and a mid-year conference to be completed by the end of January for the purpose of discussing the employee's performance and to implement an improvement plan, if applicable.

18-5-2 In the event there is an improvement plan, the employee, immediate supervisor and/or certified program administrator shall meet no later than April 15 to review progress toward meeting the conditions and expectations set forth in the improvement plan and to determine if the plan should be continued or if the plan has been satisfactorily completed.

18-6 Early childhood educators will be evaluated by the immediate supervisor (principal) and/ or a certified program administrator.