TIMOTHY LUTHERAN MINISTRIES
Transforming Lives through Christ

TLS Preschool Teacher Performance Review

Employee _____ **Supervisor** _____

Completed by _____ **Date** _____

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance iin certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

_____ Maintain direct daily contact with the students & their families
Comments: _____

_____ Plan & facilitate daily routine & activities for the students
Comments: _____

_____ Assess each student's development and communicate to the family
Comments: _____

_____ Plan activities to enhance development of each student and communicate to the family
Comments: _____

_____ Represent Timothy Lutheran School ministry through a Christian lifestyle
Comments: _____

_____ Maintain respect for confidentiality of each student
Comments: _____

_____ Adhere to goals & objectives of Timothy Lutheran Church & School
Comments: _____

_____ Reflect & commit to the school's Mission & Philosophy, Statement of Faith, and overall well-being of Timothy Lutheran Church & School
Comments: _____

_____ Be a member in good standing at Timothy Lutheran Church or another Christ-centered church (John 14:6) with teachers who have salvation by the grace of God alone (Ephesians 2:8-10)
Comments: _____

_____ Present pleasant, friendly, & open mannerisms, relating well to both students & adults
Comments: _____

_____ Exhibit tact, courtesy, & respect for others at all times
Comments: _____

_____ Communicate effectively as a team player with staff, students, & their families
Comments: _____

_____ Demonstrate strong organizational skills through initiating & completing necessary tasks
Comments: _____

_____ Practice neat & clean patterns of hygiene & dress
Comments: _____