

**PRE-SCHOOL TEACHER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

PRE-SCHOOL TEACHER Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency:

- 1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete task or perform function with considerable assistance
- 3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance

Each competency is to be rated as follows:

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

PRESCHOOL TEACHER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																																	
Pre-school/Daycare Programs	Develop appropriate pre-school program	Plan activities to meet the physical, emotional, intellectual and social needs	Implement activities	Provide nutritious snacks and lunches	Provide adequate equipment and activities	Ensure the equipment and facility are clean and well maintained	Ensure the equipment and facilities are safe at all times	P		S	4	P		S	4	P		S	4	P		S	4	P		S	5	P		S	5				
		Plan weekly and monthly schedules and activities	Develop culturally appropriate programs and activities	Develop activities that introduce math concepts	Develop activities that introduce literacy concepts	Establish pre-school policies and procedures	Establish disciplinary policies and procedures	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				
		Be familiar with emergency procedures	Maintain current, accurate and confidential clients files					P		S	4	P		S	4																				
Supervise children in the pre-school		Ensure children are supervised at all times	Provide various experiences and activities including songs, games and story telling	Promote activities that build children's esteem	Provide comfort to children	Implement positive discipline when required	Clearly and effectively communicate in a manner that children understand	P		S	5	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4

PRESCHOOL TEACHER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																
Pre-school/Daycare Programs	Supervise children in the pre-school	Observe children and make note of progress	Integrate children with special needs in a positive and respectful manner	Make note of any possible learning problems														
		P	S	3	P	S	4	P	S	4								
	Communicate with parents and members of the community	Keep parents informed of program expectations and activities	Discuss children's development with parents	Discuss discipline problems with parents	Discuss strategies to deal with discipline problems	Discuss potential learning difficulties with parents	Discuss potential learning difficulties with professionals with the permission of parents											
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S
		Participate in community activities	Promote literacy and early education in the community															
		P	S	3	P	S	3											
	Knowledge of pre-school programming	Possess knowledge of child development	Possess knowledge of self early education theories and practices	Possess knowledge of safe and appropriate activities for children														
		P	S	4	P	S	4	P	S	4								

PRESCHOOL TEACHER

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Legislation	Ensure compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify applicable legislation</td> <td style="width: 16.6%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 16.6%;">Comply with applicable legislation</td> <td style="width: 16.6%;">Comply with policies and procedures</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4		
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Maintain workplace safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Meet WHMIS guidelines</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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Technical Skills	Possess computer skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use word processing software programs</td> <td style="width: 16.6%;">Use graphics programs</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Use word processing software programs	Use graphics programs					P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4				
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	
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	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain customer service</td> <td style="width: 16.6%;">Assist with community events</td> <td style="width: 16.6%;">Liaise with community organizations and agencies</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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PRESCHOOL TEACHER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Motivate self</td> <td style="width: 16.6%;">Demonstrate dependability and accountability</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Demonstrate diplomacy</td> <td style="width: 16.6%;">Demonstrate compassion</td> <td style="width: 16.6%;">Demonstrate courtesy</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Demonstrate diplomacy	Demonstrate compassion	Demonstrate courtesy	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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**PRESCHOOL TEACHER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

**PRESCHOOL TEACHER
Training Needs Assessment Evaluation Form**

3. Employee goals and objectives

4. Career Goals

PRESCHOOL TEACHER Training Needs Assessment Evaluation Form

5. Recommended training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: