

Indicators of Performance
Early Childhood Teacher

A. Instructional Planning

1. Plans and prepares for assigned classes.
 - 1.01 Has written lesson plans reflecting the objectives on IEP's.
 - 1.02 Has materials ready for implementation of daily lesson plans.
 - 1.03 Effectively/appropriately utilizes allocated funds to prepare students for classroom instruction.
2. Provides written IEP's on each student.
 - 2.01 Writes objectives augmenting goals stated on IEP at annual review by October 1st or within 30 days of the placement or multidisciplinary conference.
 - 2.02 Writes objectives that reflect the student's learning style and functional level.
 - 2.03 Insures that all components of objectives are appropriate and documented.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing KCSEC, RESA and district curriculums and approved courses of study.
 - 1.01 Daily lesson plans reflect program curriculum, guidelines and courses of study.
 - 1.02 Information is presented accurately, clearly and sequentially.
 - 1.03 Alternative teaching techniques and methods are implemented when appropriate.
2. Strives to improve expertise in area of specialization.
 - 2.01 Daily lesson plans reflect current instructional concepts.
 - 2.02 Presentation of lesson reflects the use of, current concepts and materials.
 - 2.03 Participation in professional activities germane to teaching area.

C. Instructional Methods and Practices

1. Participates in multidisciplinary conferences including placement IEP and annual reviews.

- 1.01 Presents clear, concise, current data relevant to student's functioning in the classroom.
 - 1.02 Insures data is documented and presented at multidisciplinary conference if physical presence is not possible.
 - 1.03 Shares information and participates in discussion in a professional manner.
2. Develops and maintains a classroom environment conducive to effective learning, utilizes effective teaching methods and employs a variety of instructional techniques appropriate to the maturity, interests and needs of the students.
 - 2.01 Utilizes effective teaching methods appropriate to the age, maturity, interests and needs of the students.
 - 2.02 Employs various instructional techniques that are appropriate to the age, maturity, interests and needs of the students.
 - 2.03 Insures classroom is organized, inviting (clean) and aesthetically appealing (for example with meaningful displays, posters, bulletin boards, etc.).
3. Monitors student progress on a regular basis.
 - 3.01 Administers diagnostic tests as appropriate.
 - 3.02 Identifies student capabilities and individual behaviors as exhibited within the classroom.
 - 3.03 Documents student progress via progress reports, report cards and IEP's.
4. Maintains records as required by law and KCSEC policies.
 - 4.01 Insures that records and reports are complete and accurate.
 - 4.02 Insures that records/reports are submitted as required in a timely fashion.
 - 4.03 Maintains files with a sampling of students' work substantiating the assessment of classroom performance.
5. Communicates with parents on an individual or small group basis.
 - 5.01 Regularly telephones, conferences, or writes to parents regarding student performance.
 - 5.02 Informs parents about changes in a student's program.
 - 5.03 Endeavors to involve and/or enlist the support of parents in the child's program as appropriate.
6. Consults with appropriate professional staff regarding a student's educational program.

- 6.01 Completes referrals accurately and in a timely fashion.
- 6.02 Consults with appropriate resource personnel to improve/enhance a student's program.
- 6.03 Participates as appropriate in pre-conference and informal meetings regarding a child's program.
- 7. Participates in home visits and consults with parents.
 - 7.01 Establishes and maintains cordial, professional communications with parents.
 - 7.02 Documents visitations to students' homes.
 - 7.03 Provides parents with community resources as appropriate.
- 8. Participates in early childhood and other screenings as needed.
 - 8.01 Brings appropriate materials for screenings.
 - 8.02 Attempts to operate within the confines of the established time schedule.
 - 8.03 Provides additional information and interpretation during parent conference.
- 9. Provides direction and guidance to teacher's aide (when assigned).
 - 10.01 Insures teacher aide has pertinent data relevant to students' performance.
 - 10.02 Clarifies programmatic expectations and responsibilities to teacher aide.
 - 10.03 Communicates information to Low Incidence Coordinator in preparation for teacher aide evaluation.

D. Classroom Management

- 1. Establishes and maintains orderly classroom behavior.
 - 1.01 Students are taught classroom behavior standards, rules, discipline procedures, rationale and consequences.
 - 1.02 Interaction between teacher and student occurs in a mutually respectful and friendly manner.
 - 1.03 Disciplinary actions are fair, firm and consistent and facilitate the growth of self-discipline in the student.
 - 1.04 Student behavior is appropriate for the learning environment.
- 2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

- 2.01 Starts students on task quickly and assures efficient transition between the activities.
- 2.02 Efficiently and effectively organizes classroom materials and equipment.
- 2.03 Students spend minimal time in non-learning activities.

E. Relationships with Students, Parents and Staff

- 1. Works to establish and maintain open and positive lines of communication with students and their parents concerning academics, language and behavior.
 - 1.01 Provides opportunities for students to express needs, feelings and concerns.
 - 1.02 Promotes students' sense of self-worth through positive comments.
 - 1.03 Insures that incorrect/inappropriate responses do not result in humiliation.
- 2. Establishes and maintains cooperative relations with other members of the staff.
 - 2.01 Is a contributing member of faculty, staff and departmental meetings.
 - 2.02 Is willing to share new instructional techniques and materials.
 - 2.03 Shows warmth and friendliness (such as smiling and being polite and courteous) and refrains from negative comments.
- 3. Assists the administration in upholding and enforcing school rules and policies.
 - 3.01 Is a positive force when interpreting school programs or policies to students, staff and parents.
 - 3.02 Makes constructive suggestions for school/program improvement to appropriate personnel.
 - 3.03 Abstains from making slurs base on ethnic background, race, or sex.

F. Professional Responsibilities

- 1. Meets accepted standards of professional behavior.
 - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members and parents.
 - 1.02 Demonstrates care in the use of materials, equipment and facilities and exercises care for the health and safety of students and other school personnel.

- 1.03 Is aware of KCSEC policies and procedures and IL Rules and Regulations to Govern the Administration & Operation of Special Education in matters concerning program or teaching duties.
2. Observes and follows all KCSEC policies and procedures.
 - 2.01 Communicates a positive commitment to the mission of the organization.
 - 2.02 Is accurate and punctual with reports, records and communications.
 - 2.03 Performs other duties as assigned by the KCSEC administration.
3. The teacher exhibits professionalism and commitment through punctuality and attendance.
 - 3.01 Arrives at school on time and is prepared to teach.
 - 3.02 Absences do not disrupt classroom continuity, team plans or the educational process.
 - 3.03 Is punctual and consistent in meeting assigned classes, extra-duty assignments, building and Co-op meetings and committee assignments.