

February 2019

Dear Administrator,

“Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up!”

This encouragement from our God recorded in Ecclesiastes 4:9-10 helps us to see the value of assisting one another in ministry. Team ministry brings many blessings to Christian educators. We praise God that he helps each one of us up when we fall. Jesus has redeemed us from bondage to sin with his innocent death. May the peace that is ours through Jesus encourage you in your ministry!

The Teacher, Principal, ECM Teacher and ECM Director Performance Assessment forms for 2018-19 are an element of the Team Ministry Process Binder, of which the entire contents is available upon request in electronic format.

Instructional supervision is one of the most important avenues available to you for improving your school. The Team Ministry Process not only encourages professional growth, but also builds relationships between teaching ministers. An important complement to that process is the Teacher and Principal Performance Evaluation Process (annual performance reviews).

Teacher, principal, and ECM director assessments are also vital in the development of call lists. Assessment results and teacher information data (annual summer forms) enable your CLS directors to assist congregations in being led by the Holy Spirit to extend calls to individuals with desired qualifications and interests. Obtaining this data on an annual basis maintains accuracy.

The CLS and the Conference of Presidents thank you in advance for your cooperation and for your wonderful service to the Savior and his schools.

■ **Please complete, make copies for your files, and return your annual assessment forms to the CLS office no later than June 14, 2019.**

In the Savior's name,



James A. Rademan, Director
WELS Commission on Lutheran Schools



WELS Commission on Lutheran Schools
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EARLY CHILDHOOD **DIRECTOR** PERFORMANCE ASSESSMENT 2018-19

What Is the Purpose of Early Childhood Director Performance Assessment?

The **Early Childhood Director Performance Assessment** exists to provide valuable feedback. It creates another opportunity for a ministry team to openly discuss how the director is doing. It is a reminder to praise God for identified areas of strength and seek God’s help for areas that require improvement. It helps an early childhood center’s director to see where she or he is and where, under God’s guiding hand, she or he needs to go. It is a tool for positive improvement of ministry.

No system of assessment is perfect, and no evaluative instrument is totally objective. This **Early Childhood Director Performance Assessment** form, however, represents a Spirit-motivated effort to meet the needs of our church, respond to the concerns of our called workers, and provide a measurable means of evaluation.

Director’s Name: _____ S.S. # (last 4 digits only): ____ - ____ - ____ - ____

School _____ Date of Assessment: ____ / ____ / ____
Name City State

Directions: This form is to be completed by the governing board in consultation with the Early Childhood Director and other members of the ministry team. For each assessment category that follows (Parts 1-5), use the rating code below and circle the number that best describes the director’s performance for each specific criterion. Then complete the “Total Score” section after each assessment category. Due to space limitations, a place for additional comments is not provided. Any comments may be included on a separate sheet and attached. *Note: Part 2 is to be completed only if the director leads other staff members.*

RATING SCALE: 5=**Exceptional**—Performance is that of a model director, one who would be used to demonstrate to others how the criterion should be met. 4=**Strong**—Performance, though not at the model director level, consistently meets and/or exceeds what the criterion requires. 3=**Competent**—Performance consistently meets but does not usually exceed what the criterion requires. 2=**Acceptable**—Performance sometimes meets what the criterion requires but often produces less than desired results. 1=**Weak**—Performance consistently does not meet what the criterion requires and significant improvement is needed.

PART 1: SPIRITUAL LEADERSHIP *The director...*

- 5 4 3 2 1 Understands and focuses others on the mission of the early childhood ministry: making disciples for Jesus
- 5 4 3 2 1 Demonstrates that the mission of the center is the highest priority for time, energy, and service
- 5 4 3 2 1 Works to improve the spiritual climate of the early childhood center
- 5 4 3 2 1 Is a Christian role model for board members, staff, parents, and children
- 5 4 3 2 1 Is committed to personal growth in Word and sacrament
- 5 4 3 2 1 Encourages and facilitates the spiritual growth of staff, parents, and children
- 5 4 3 2 1 Actively promotes, supports, and participates in the mission and ministry of the larger calling body

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional Strong Competent Acceptable Weak

PART 2: EDUCATIONAL LEADERSHIP *The director...* (Complete only if director leads other staff members)

- 5 4 3 2 1 Leads the staff in reviewing curriculum with awareness of best practices
- 5 4 3 2 1 Motivates/assists teachers to improve instruction in a variety of ways to enhance children’s development
- 5 4 3 2 1 Assists teachers in documenting learning and evolving curriculum

- 5 4 3 2 1 Observes teachers' classrooms regularly, providing meaningful feedback
- 5 4 3 2 1 Plans and implements regular staff development activities
- 5 4 3 2 1 Encourages teachers to grow in their professional expertise/abilities through continuing education

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 30-27 **S** Score: 26-21 **C** Score: 20-15 **A** Score: 14-9 **W** Score: 8-6
Exceptional *Strong* *Competent* *Acceptable* *Weak*

PART 3: PROFESSIONAL RELATIONSHIPS *The director...*

- 5 4 3 2 1 Demonstrates care for the spiritual/emotional/physical welfare of board members, staff, parents, and children
- 5 4 3 2 1 Models a positive attitude regarding ministry
- 5 4 3 2 1 Demonstrates patience, empathy, and respect for others
- 5 4 3 2 1 Is approachable and available for conferencing before, during, and after hours
- 5 4 3 2 1 Represents the center effectively in the congregation and community
- 5 4 3 2 1 Interacts appropriately with others in social settings
- 5 4 3 2 1 Submits to supervision of the governing board and church in a spirit of cooperation

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional *Strong* *Competent* *Acceptable* *Weak*

PART 4: ADMINISTRATIVE CHARACTERISTICS *The director...*

- 5 4 3 2 1 Demonstrates proficiency and professionalism in oral and written communication
- 5 4 3 2 1 Demonstrates organizational and time management skills
- 5 4 3 2 1 Facilitates effective management of the entire ECM
- 5 4 3 2 1 Responsibly implements and manages policy
- 5 4 3 2 1 Facilitates strategic planning to ensure that short- and long-range goals are developed and met
- 5 4 3 2 1 Monitors school compliance with all synod, state, and local requirements, codes, and laws

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 30-27 **S** Score: 26-21 **C** Score: 20-15 **A** Score: 14-9 **W** Score: 8-6
Exceptional *Strong* *Competent* *Acceptable* *Weak*

PART 5: PROFESSIONAL CHARACTERISTICS *The director...*

- 5 4 3 2 1 Strives to be a student of God's Word
- 5 4 3 2 1 Accepts the duties and responsibilities associated with the divine call
- 5 4 3 2 1 Seeks to improve professionally through continued education
- 5 4 3 2 1 Endeavors to be proficient in oral and written communication
- 5 4 3 2 1 Maintains positive, open, and regular contact with those being served
- 5 4 3 2 1 Meets required deadlines and is punctual for professional activities
- 5 4 3 2 1 Maintains personal health and an appearance that brings glory to God

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional *Strong* *Competent* *Acceptable* *Weak*

■ The undersigned acknowledge that the above represents a cooperative, Spirit-led effort to assess the performance of the director named.

Signature of Board Chairman:

Signature of Director:

Please make copies of this completed form for your files and mail or email the original by June 14, 2019.

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