

Educational Assistant Performance Evaluation

Date:

Employee Name:

Job Title:

Supervisor:

Building: BV SV LT
 WMS WHS WEC WLC

Review Type: Annual 6 Month (Probationary Review)

Performance of Job Duties and Responsibilities

1. Guides students in independent study, enrichment and remedial work and adapts classroom activities and/or materials for the purpose of supporting and reinforcing classroom objectives as directed by the supervising teacher.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

2. Supports supervising teacher by assisting physically and/or emotionally fragile students with needs including such areas as test administration, homework, class activities and personal hygiene.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

3. Communicates positively with supervising teachers, district staff and parents. Respects school district, building and supervisor policies, rules and regulations.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

4. Monitors students during assigned periods within a variety of school environments (e.g. hallways, playgrounds, bus loading zones, cafeterias, etc.) for the purpose of maintaining a safe educational environment.

- Satisfactorily meets expectations. Does not meet expectations. Improvement plan below.

5. Maintains a high level of confidentiality regarding student and staff information in order to ensure compliance with legal requirements and to maintain a professional environment.

- Satisfactorily meets expectations. Does not meet expectations. Improvement plan below.

Quality of Work Product

6. Sets high personal standards and can be depended upon for high quality work.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

Dependability and Initiative

7. Demonstrates dependability, promptness, and regular attendance in order to maintain consistent routines, promote team work, and guarantee educational continuity.

- Highly exceeds expectations. Satisfactorily meets expectations. Does not meet expectations. Improvement plan below.

8. Seeks more thorough understanding of job duties and responsibilities. Offer suggestions to improve job or function of school.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

Interactions with District Employees and Public

9. Interacts positively and effectively with district employees and the public.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

Interactions with Students

10. Interacts positively and effectively with students. Assists students in promoting positive interactions with other students.

- Highly exceeds expectations. Moderately exceeds expectations. Satisfactorily meets expectations. Working towards meeting expectations. Does not meet expectations. Improvement plan below.

Performance Evaluation Summary

Goals

Employee and Principal/Director/Instructional Coach should jointly set two (2) goals for the employee for the following year. Measurements that will be used to determine the attainment of these goals and required resources should be indicated.

Goal 1:

Goal 2:

Employee: Your signature indicates that you have discussed this evaluation with your Principal/Director/Instructional Coach, have received a copy of this evaluation, and are aware that this evaluation will be placed in your personnel file.

Employee's Signature _____ Date _____

Supervisors: Please sign, provide a copy of this completed evaluation to the employee, and send the original to Human Resources for placement in the employee's personnel file.

Principal/Director Signature _____ Date _____