

**LUDLOW INDEPENDENT SCHOOLS  
EVALUATION INSTRUMENT – INSTRUCTIONAL ASSISTANT**

School Year \_\_\_\_\_

Name \_\_\_\_\_

Building \_\_\_\_\_

Position(s): \_\_\_\_\_

<b>Performance Evaluation Key</b>		
*1=Exemplary Performance	*2=Exceeds Performance Expectations	3=Meets Performance Expectations
*4=Marginal Performance - areas need improvement		*5=Unsatisfactory Performance
(*requires written comments)		

	1	2	3	4	5
1. Knowledge					
2. Planning					
3. Productivity - Overall Quantity of Work					
4. Productivity - Overall Quality of Work					
5. Intra - School Relationships					
6. Ethics					
7. Attitude Toward Assignment					
8. Adaptability					
9. Health and Vigor					
10. Grooming and Appropriateness of Dress					
11. Effective Speech					
12. Dependability					
13. Attendance					
14. Punctuality					

**STRENGTHS:** \_\_\_\_\_

---

**AREAS FOR GROWTH:** \_\_\_\_\_

---

PERSONNEL RECOMMENDATIONS (check appropriate item):

1. \_\_\_\_\_ Recommended to continue in employment.
2. \_\_\_\_\_ Not recommended to continue in employment.
3. \_\_\_\_\_ Needs another evaluation and summative conference before recommendation can be made.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

(I have seen and discussed this evaluation with the evaluator. Within five working days, if I desire, I will submit my written comments.)

First evaluation by January 1. Second evaluation no later than April 15. A separate evaluation form should be used for each evaluation. The evaluatee has the right to appeal this evaluation to the Evaluation Appeals Committee.

## Explanation of Evaluative Criteria:

1. Knowledge  
Possesses skills, methods, and procedures required to perform tasks.
2. Planning  
Organizes and develops methods to perform overall work responsibilities.
3. Productivity - Quantity of work.
4. Productivity - Quality of work.
5. Intra-school relationships
  - a. demonstrates rapport with peers.
  - b. shows willingness to help others and share ideas.
  - c. shows willingness to identify and helps to solve mutual problems.
6. Ethics
  - a. maintains confidentiality regarding individual students and staff members.
  - b. shows a positive regard (respect) toward fellow staff members.
  - c. uses proper channels to resolve problems.
  - d. shows a positive regard (respect) toward students.
7. Attitude toward assignment
  - a. willingly accepts and completes task.
8. Adaptability
  - a. ability to react to change in assignment.
  - b. ability to work with different staff members I classroom situations.
9. Health and Vigor
  - a. evidences enthusiasm toward assignment.
  - b. evidences enthusiasm toward students.
  - c. demonstrates a positive attitude.
10. Grooming and appropriateness of dress
  - a. dresses in attire that is suitable.
  - b. maintains a neat appearance.
  - c. meets board policy.
11. Effective speech
  - a. uses correct grammar.
  - b. demonstrates good voice tone and modulation.
  - c. eschews abusive language.
12. Dependability
  - a. can be relied upon to complete duties.
  - b. fulfills obligations.

13. Attendance
  - a. 1 = 0-2 days
  - b. 2 = 3-4 days
  - c. 3 = 5-6 days
  - d. 4 = 7-10 days
  - e. 5 = more than 10 days
  
14. Punctuality
  - a. observes required arrival and departure time.
  - b. is in assigned area at the appropriate time.

Evaluative Procedures:

P1 Aide

Evaluated by respective P1 teacher and principal.

Instructional Assistant with Classroom Assignment

Evaluated by respective classroom teacher and principal.

Instructional Assistant with Grade Level Assignment, Chapter 1, or Essential Skills Remediation

Evaluated by consensus of teachers assigned with one formal instrument being composed and placed on file. Evaluated by principal.

Non-Instructional Aide

Evaluated by principal and staff member wherein assigned.