

TEACHER ASSISTANT PERFORMANCE APPRAISAL INSTRUMENT

INSTRUCTIONS:

1. The evaluator is to rate the teacher assistant on a four-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The teacher assistant is provided an opportunity to react to the evaluator's ratings & comments.
4. The evaluator & the teacher assistant must discuss the results of the appraisal & any recommended action pertinent to it.
5. The teacher assistant & the evaluator must sign the instrument in the assigned spaces.
6. The competencies pertinent tot each major function must be selected & discussed by the supervisor & teacher assistant at the beginning of the year.
7. The instrument must be filed in the teacher assistant's personnel folder.

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: INSTRUCTIONAL ASSISTANCE

- .1 Assists the teacher with planning & organizing instructional duties & activities.
- .2 Cooperates in developing procedures for the classroom.
- .3 Assists in the preparation of materials.
- .4 Maintains awareness of goals & objectives of supervising teacher.
- .5 Assists in implementing the planned program.
- .6 Provides information to teacher(s) concerning program evaluation.
- .7 Is involved in activities to improve effectiveness of the total school program.
- .8 Works to facilitate accomplishment of the total school program.
- .9 Carries out supervisory duties in a prompt & responsible manner to ensure a safe & healthful environment.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: CLERICAL/TECHNICAL ASSISTANCE

- .1 Collects & records money according to established procedures.
- .2 Maintains classroom files & records in accordance with applicable rules, laws, & regulations.
- .3 Performs clerical duties as assigned.
- .4 Demonstrates a knowledge of the uses of items of equipment.
- .5 Has technical skill in operating equipment.
- .6 Assembles materials to get the best effect.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: GENERAL CLASSROOM ASSISTANCE

- .1 Exhibits positive behavior toward children, parents, staff, & administrators.
- .2 Works to communicate the needs of school & children to parents & the community in a positive manner.
- .3 Conducts self as a positive role model in the school & community.
- .4 Assists students with understanding, interpreting, & adhering to laws, rules, & regulations.
- .5 Shares the responsibility for school cleanliness & neatness.
- .6 Assists in developing good housekeeping skills & regard for the environment both inside & outside the classroom.

Comments: _____

Evaluator's Summary Comments: _____

Teacher assistant's Reactions to Evaluation: _____

 Evaluator's Signature & Date

 Teacher assistant's Signature & Date
 Signature indicates that the written evaluation has been seen & discussed.