



TEACHER ASSISTANT PERFORMANCE APPRAISAL INSTRUMENT

Teacher Assistant's Name: _____

Location: _____

INSTRUCTIONS:

1. The evaluator is to rate the teacher assistant on a six-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 rating and comments.
4. The evaluator and the teacher assistant must discuss the results of the appraisal and any recommended action pertinent to it.
5. The teacher assistant and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the teacher assistant's personnel folder.

LEVEL OF PERFORMANCE

SUPERIOR: Performance within this function area is consistently outstanding. Practices are demonstrated at the highest level of performance. The individual continuously seeks to expand scope of competencies and constantly undertakes additional, appropriate responsibilities.

WELL ABOVE STANDARD: Performance within this function area is frequently outstanding. Some practices are demonstrated at the highest level while others are at a consistently high level. The individual frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

ABOVE STANDARD: Performance within this function is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. The individual sometimes seeks to expand scope of competencies and occasionally undertakes additional, appropriate responsibilities.

AT STANDARD: Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. The individual maintains an adequate scope of competencies and performs additional responsibilities as assigned.

BELOW STANDARD: Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The individual requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

UNSATISFACTORY: Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The individual requires close and frequent supervision in the performance of all responsibilities.

MAJOR FUNCTIONS:

A. INSTRUCTIONAL ASSISTANCE

1. Assists the teacher with planning and organizing instructional duties and activities.
2. Cooperates in developing procedures for the classroom.
3. Assists in the preparation of materials.
4. Maintains awareness of goals and 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 and responsible manner to ensure a safe and healthful environment.

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS: _____

B. CLERICAL/TECHNICAL ASSISTANCE

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

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS: _____

C. GENERAL CLASSROOM ASSISTANCE

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

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS: _____

Evaluator's Summary Comments:

Teacher Assistant's Reaction to Evaluation:

Teacher Assistant's Signature

Date

Evaluator's Signature

Date

Principal's Signature

Date

Signature indicates that the written evaluation has been seen and discussed.