TYPE OF EVALUATION

☐ Quarterly Performance ☐ Initial Probation ☐ Reassignment Probation ☐ Summative

NAME: _____ **LOCATION:** _____ **DATE:** _____

EVALUATOR: _____ **JOB TITLE:** Instructional Assistant

PERFORMANCE RATINGS

The evaluator will rank the employee on the following performance indicators by checking the appropriate rank on the scale.

Exemplary: Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision.

Proficient: Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.

Developing: Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.

Ineffective: Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction.

CLASSIFIED PERFORMANCE EVALUATION

PERFORMANCE RATINGS

PERFORMANCE RESPONSIBILITIES	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Learn child guidance principles and practices.	☐	☐	☐	☐
2. Communicate and maintain effective relationships with students, parents, staff and the community members.	☐	☐	☐	☐
3. Perform routine clerical duties in support of classroom activities.	☐	☐	☐	☐
4. Print and write legibly.	☐	☐	☐	☐
5. Add, subtract, multiply and divide quickly and accurately.	☐	☐	☐	☐
6. Understand and follow oral and written directions.	☐	☐	☐	☐
7. Learn procedures, functions and limitations of assigned duties.	☐	☐	☐	☐
8. Communicate effectively both orally and in writing.	☐	☐	☐	☐
9. Learn to apply and explain policies and procedures related to school and program activities.	☐	☐	☐	☐
10. Work cooperatively with others.	☐	☐	☐	☐
11. Monitor, observe and report student's behavior according to approved policies and procedures.	☐	☐	☐	☐
12. Operate instructional and office equipment.	☐	☐	☐	☐

INDIVIDUAL PERFORMANCE

PERFORMANCE RATINGS

INDIVIDUAL PERFORMANCE	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. **Quality of Work:** Performs quality work.	☐	☐	☐	☐
2. **Quantity of Work:** Produces sufficient amount of work.	☐	☐	☐	☐
3. **Responsibility:** Accepts and fulfills job responsibilities.	☐	☐	☐	☐
4. **Initiative:** Takes appropriate initiative in work situations.	☐	☐	☐	☐
5. **Cooperation:** Cooperates with fellow workers and supervisor, "Goes the extra mile."	☐	☐	☐	☐
6. **Communication:** Communicates effectively, appropriately, and treats others with respect.	☐	☐	☐	☐
7. **Dependability:** Demonstrates dependability by following instruction and remaining on the job until task is completed.	☐	☐	☐	☐
8. **Attendance:** Maintains a good attendance record by being present every day, being on time, and by not leaving early.	☐	☐	☐	☐
9. **Safety:** Practices approved and prescribed methods of safety.	☐	☐	☐	☐
10. **Professional Development:** Participates in professional development activities designed to improve job performance.	☐	☐	☐	☐
11. **Customer Service:** Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly & helpful.	☐	☐	☐	☐

IDENTIFICATION OF STRENGTHS	RECOMENDATION(S) FOR PERSONAL GROWTH

COMMENTS/OTHER REMARKS

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee evaluated whose signature does not indicate agreement with the content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

DATE	EVALUATOR	DATE	EMPLOYEE