

# TEACHER AIDE/PARAPROFESSIONAL EVALUATION

Annual

Special

Probationary

1<sup>st</sup> mo.  2<sup>nd</sup> mo.  3<sup>rd</sup> mo.

4<sup>th</sup> mo.  Special

Name \_\_\_\_\_

Period from \_\_\_\_\_ to \_\_\_\_\_

I. Performance Appraisal (rate each item by selecting the phrase or phrases that most closely describe the employees actual work performance).

## 1. Job Performance

### a. Communication

- Always keeps supervisor and others who need to know well informed
- Usually keeps supervisor and others who need to know well informed
- Communication not always clear and consistent
- Unacceptable performance

### b. Technology

- Knowledgeable and able to help students using technology
- Able to use most technology available
- Able to perform routine work using technology
- Unacceptable performance
- Needs more training and experience

### c. Classroom Support and Interaction

- Excellent support, example, and interaction in the classroom
- Interaction, example, and support in the classroom is usually good
- Unacceptable performance
- Needs more training and experience

### d. Responsibility for Duties

- Interaction with students is always effective with the duties carried out as requested
- Interaction with students is usually effective with the duties carried out as requested
- Unacceptable performance
- Needs more training and experience

### e. Student And Self Discipline

- Always maintains effective control of self and students
- Usually maintains effective control of self and students
- Unacceptable performance
- Needs more training and experience

## 2. Ability to Improve

- Has mastered all duties of the position and still has the capacity to do more
- Has mastered most of the duties and still has the capacity to do more
- The routine work is the best that can be done and it causes trouble sometimes.
- Lacks ability to perform the work required by this position

## 3. Quantity of Work

- Self-starter – makes above outstanding use of work time
- Makes average use of work time and achieves average quantity of work
- Has difficulty in organizing time in order to produce acceptable quantity or work. Has to be told what to do most of the time
- Needs prodding so work time will be productive

## 4. Quality of Work

- Work is outstanding, rarely find items that need improvement
- Work is above average, rarely find examples that have been skipped or neglected
- Quality of daily and periodic work is average
- Weekly checks are necessary
- Daily checks are necessary

## 5. Attitude Toward Work

- Respects the school and their position in the organization
- Appreciates help and criticism
- Just another job – sometimes has a negative attitude
- Downgrades the school and many of the employees

## 6. Initiative

- Develops workable solutions to most problems on his/her own but keeps supervision informed
- Develops solutions to problems
- Relies on others but follows suggestions
- Little evidence of initiative noticed during working hours

## 7. Confidentiality

- All seen or overheard school matters are held confidential
- Has repeated and shared confidential information.
- Repeatedly shares confidential matters.

**8. Loyalty**

- Always talks about the school in a positive way
- If others insist, he will talk about the school in positive terms
- Inclined to be one-sided and negative about the school.
- Critical of the school

**9. Interpersonal Skills**

- Gets along with others
- Quiet but gets along with others
- Talker but seems to get along with others
- Creates some feeling against self

12.

**10. Work Production**

- Excellent work production
- Average work production
- Below average work production
- Unacceptable work production

**11. Attendance**

- Perfect attendance
- Average attendance
- Poor attendance
- Significant illness impacted attendance this year

12.

**13. Accident Prevention**

**13. Accident Prevention**

- Sets a good example in safe work habits and encourages others to do the same
- Works safely most of the time
- Talks a lot about safety but doesn't do much about it
- Doesn't take chances but shows little interest in accident prevention
- Takes chances

**Appearance**

- Always dresses appropriately and is well groomed
- Usually dresses appropriately and grooming is acceptable
- Dress and grooming are inappropriate enough to require the attention of a supervisor
- Dress and grooming are inappropriate for the position

**14. Cooperation**

- Always does a little more than is asked
- Always does what is asked
- Seldom voices objections
- Is argumentative

**15. Security**

- Computers, files, and student information are always secured properly
- Computers, files, and student information, are secured properly most of the time
- Security of computers, files, and student information is a problem

**II. General Comments**

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Overall rating  Exceeds  Satisfactory  Unsatisfactory

(DATE)

(SIGNATURE OF SUPERVISOR)

This work appraisal has been discussed with me by my Supervisor.

(Signature of Employee)

(Date)