**Beaufort County Schools**

**Instructional Assistant Evaluation**

|  |  |
| --- | --- |
| Employee: | Evaluator: |
| School Year: | Location: |
| Evaluation Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria for Evaluating Performance** | **Above Standard** | **Proficient** | **Needs Improvement** | **Unsatisfactory** |
|  |  |  |  |  |
| **Instructional Support** |
| Assists teacher in the instructional process; works with individual students, small groups, etc. |  |  |  |  |
| Plans ahead to ensure all necessary supplies and resources are maintained and available |  |  |  |  |
| Uses best practice and research-based strategies; shows evidence of effective questioning and discussion techniques |  |  |  |  |
| Provides feedback and assistance to students as applicable |  |  |  |  |
| **Comments:** |
| **Leadership** |
| Critically thinks of possible solutions before asking supervisor |  |  |  |  |
| Participates in professional development for self-improvement |  |  |  |  |
| Exhibits good judgement with decision-making |  |  |  |  |
| **Comments:** |
| **Classroom Environment** |
| Creates an environment of respect according to the school’s vision |  |  |  |  |
| Effectively manages student behavior |  |  |  |  |
| Manages classroom procedures and carries out classroom/school expectations |  |  |  |  |
| **Comments:** |
| **Contribution to School Climate** |
| Accepts suggestions for improvement |  |  |  |  |
| Performs responsibilities with a positive attitude |  |  |  |  |
| Cooperative; works harmoniously with the public and colleagues |  |  |  |  |
| Demonstrates positive behavior, professionalism, and poise |  |  |  |  |
| **Comments:** |
| **Attendance** |
| Punctual; at work on time and works until the time of dismissal |  |  |  |  |
| Present; no patterns of excessive absences |  |  |  |  |
| Shows initiative and uses time wisely regarding task orientation and completion |  |  |  |  |
| **Comments:** |
| **General** |
| Listens and follows-through on directives given by supervisor; follows instructions accurately and completely; asks questions to further understanding as needed |  |  |  |  |
| Respectful; recognizes the worth of all persons; honors privacy and rights of others |  |  |  |  |
| Flexible and open to change; can adjust work habits and attitude to meet new, unusual, or unexpected situations |  |  |  |  |
| Dresses appropriately for work and in accordance with district standards |  |  |  |  |
| Willingly performs other duties as assigned by supervisor(s) throughout the school |  |  |  |  |

|  |
| --- |
| **Teacher’s Comments:** |
| **Administrator’s Comments:** |
| **Instructional Assistant’s Comments:** |

By signing this form, it acknowledges that you have been made aware of its contents and have received a copy, not that you agree or disagree with the evaluation. You have 5 days to respond in writing.

|  |
| --- |
| **Teacher’s Signature:** |
| **Administrator’s Signature:** |
| **Instructional Assistant’s Signature:** |