

BCS Mid-Year Performance Appraisal Instrument Teacher Assistant

Instructions:

1. The evaluator is to rate the teacher assistant as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
A comment is required for “Doesn’t Meet Performance Standards” ratings.
3. The teacher assistant is provided an opportunity to react to the evaluator’s ratings 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. A copy shall be given to the employee and the original shall be filed in the Personnel Office.

Name: _____

School: _____ Position: _____

A. Major Function – Instructional Assistance

1. Assists in the preparation of materials
2. Maintains awareness of goals and objectives of supervising teacher
3. Assists in implementing the planned program
4. Maintains confidentiality
5. Is involved in activities to improve effectiveness of the total school program
6. Works to facilitate accomplishment of the total school program
7. Carries out supervisory duties in a prompt & responsible manner to ensure a safe and healthful environment

	Doesn't Meet Performance Standards	Meets Performance Standards	Exceeds Performance Standards	Not Applicable
1. Assists in the preparation of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintains awareness of goals and objectives of supervising teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assists in implementing the planned program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is involved in activities to improve effectiveness of the total school program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Works to facilitate accomplishment of the total school program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Carries out supervisory duties in a prompt & responsible manner to ensure a safe and healthful environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

B. Major Function – 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 or equipment
5. Has technical skill in operating equipment
6. Assembles materials to get the best effect
7. Utilizes time wisely and meets deadlines for assigned tasks

	Doesn't Meet Performance Standards	Meets Performance Standards	Exceeds Performance Standards	Not Applicable
1. Collects and records money according to established procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintains classroom files and records in accordance with applicable rules, laws, and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performs clerical duties as assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates a knowledge of the uses of items or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has technical skill in operating equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assembles materials to get the best effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Utilizes time wisely and meets deadlines for assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

C. Major Function – 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 school & community
4. Assists students with understanding, interpreting and adhering to laws, rules, and regulations
5. Shares the responsibility for school cleanliness and neatness

	Doesn't Meet Performance Standards	Meets Performance Standards	Exceeds Performance Standards	Not Applicable
1. Exhibits positive behavior toward children, parents, staff and administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Works to communicate the needs of school and children to parents and the community in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducts self as a positive role model in school & community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assists students with understanding, interpreting and adhering to laws, rules, and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shares the responsibility for school cleanliness and neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 6. Assists in developing good housekeeping skills & regard for the environment both inside and outside the classroom | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Participates in in-service activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

	Doesn't Meet Performance Standards	Meets Performance Standards	Exceeds Performance Standards	Not Applicable
D. Major Functions – Rules, Regulations, Procedures, Policies				
1. Follows school level procedures as prescribed by the principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adheres to system level Board policies and administrative guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adheres to state and federal regulations (<i>i.e.</i> FLSA, OSHA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is regular and prompt in attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Work habits enhance the effectiveness of the educational program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Evaluator's Comments:

Principal's Comments:

Teacher Assistant's Reaction to Evaluation:

Signature of Employee
 (Signature indicates that the written evaluation has been seen and discussed)

Date

Signature of Principal

Date