



TEACHER AIDE EVALUATION FORM

Name:	
Period from:	To:
Type of Evaluation:	
<input type="checkbox"/> Annual	
<input type="checkbox"/> Probationary	
<input type="checkbox"/> Special	

Performance Appraisal (rate each item by selecting the phrase or phrases that most closely describes 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 behavior
- _____ 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:**

- _____ 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 problems sometimes
- _____ Lacks the ability to perform the work required by this position

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 the ability to perform the work required by this position

3. Quantity of Work:

- Self-starter – makes above average 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 of work and 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 supervisors 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/she will talk about the school in a positive terms
- Included 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

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. 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

13. 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 the 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

General Comments:

(Additional information may be attached)

Overall rating: _____ Exceeds _____ Satisfactory _____ Unsatisfactory

Evaluator

Date

Director

Date

Employee

Date

This evaluation has been discussed with me by my supervisor/evaluator