

**LAS CRUCES PUBLIC SCHOOLS
EDUCATIONAL ASSISTANT EVALUATION REPORT**

NAME _____ ID# _____

LOCATION/POSITION _____

TEACHER(S) ASSIGNMENT _____ REVIEW DATE: ___ / ___ / ___

S= Satisfactory

U= Unsatisfactory

N/O = Not Observed

Competencies

		S	U	N/O
1	Demonstrates depth of knowledge in performing the job.			
2	Is able to identify problems and develop appropriate solutions.			
3	Prepares and maintains accurate and complete records.			
4	Utilizes available resources to achieve job results.			
5	Understands, applies and adheres to District and school/departmental policies and procedures and work rules.			
6	Assists licensed school personnel with student discipline, preparing supplemental work for students and keeping students on task.			
7	Maintains high standards and quality of work			
8	Works with small groups to provide individual help during class sessions.			
9	Follows directions established by the teacher.			
10	Assists in preparation of instructional materials, class displays and bulletin boards			
11	Assists with the implementation of instruction as required by the Individualized Educational Program (IEP)			
12	Assists with special medical procedures for students as may be required, following specific training by the school nurse and under his/her supervision.			
13	Performs such other tasks as may be assigned within the parameters of the job analysis.			

Comments:

Job Initiative and Professionalism

1	Accepts, seeks and /or takes initiative for any responsibilities, assignments and/or projects and initiates and takes action for improvements.			
2	Adapts well to change in the work environment.			
3	Safeguards confidential and privileged information.			
4	Positively represents the District in the work place and public environment; exhibits professional demeanor, including appropriate dress, grooming, hygiene and language.			
5	Arrives to work on time and is prudent in use of leave and adheres to leave policies.			
6	Follows safe work practices, and promptly reports safety hazards.			

Comments:

Communication Effectiveness
N/O

S U

1.	Expresses self clearly, both orally and in writing in a professional manner			
2	Practices exceptional telephone and e-mail etiquette.			
3	Demonstrates active listening skills.			
4	Initiates and gives feedback professionally.			
5	Maintains composure, demonstrates constraints and self-control in difficult situations.			
6	Serves as a role model for students.			

Comments:

Task and Time Management

1	Manages and prioritizes time and resources			
2	Minimizes the development of crisis and responds appropriately.			
3	Works without Supervision			

Comments:

Technology and Office Equipment Proficiency

1	Exhibits adequate knowledge of applicable software systems.			
2	Applies technology to enhance delivery of instruction.			
3	Exhibits proficiency with functions of technology equipment.			

Comments:

Teamwork and Collaboration

1	Treats all persons with respect and civility.			
2	Values diversity and resolves conflicts professionally.			
3	Develops and maintains professional relationships, refrains from discussing information about colleagues, staff and/or students obtained in the course of professional service for other than professional purposes.			
4	Maintains high standards and quality of work.			
5	Demonstrates problem solving and decision making skills.			
6	Displays a desire to work with students.			
7	Works as a positive team member.			

Comments:

Comment Section: (Suggestions/Commendations) Please attach an additional sheet if necessary.

Evaluator's Comments:

Employee Comments:

I have had the opportunity to review this document and discuss its contents with my supervisor. My signature acknowledges that I have been informed of my performance rating, but does not necessarily indicate agreement.

Employee Signature _____ Date: ____/____/____

Evaluator Signature:

Date: ____/____/____

Please note: Unsatisfactory ratings in one or more areas requires a Professional Growth Plan.