



ALBEMARLE COUNTY SCHOOLS

Teaching Assistant Performance Evaluation Form

Prior to filling out this form, please save it to your hard drive or personal storage device. Complete the form using Adobe Reader -- *not* your web browser, or any other program!

Employee Name:

Job Title:

School:

Supervisor (reviewer):

Review Period:

INTRODUCTION

Overall Performance Rating

Rating Scale

- Consistently Exceeds Expectations (Exceptional Performance)
- Meets and Often Exceeds Expectations
- Successfully Meets Expectations
- Meets Minimum Expectations (Improvement Needed in Key Areas)
- Fails To Meet Expectations (Plan of Assistance is Required)

REVIEW OF GOALS/OBJECTIVES

(Completion optional, based on position)

Record goals/objectives from the previous review period. Also, describe changes (if any) to original goals/objectives.

Goal/Objective 1:

Comments:

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Goal/Objective 2:

Comments:

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COMPETENCIES

Check mark the appropriate box for each competency and **provide the Supporting Comments** necessary to substantiate the selected rating by providing specific examples of actual performance.

Competency	Rating	Supporting Comments
Knowledge of Students/ Instruction	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations <small>(Improvement Needed in Key Areas)</small> <input type="checkbox"/> Fails to Meet Expectations <small>(Plan of Assistance is Required)</small>	
Communication	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations <small>(Improvement Needed in Key Areas)</small> <input type="checkbox"/> Fails to Meet Expectations <small>(Plan of Assistance is Required)</small>	
Customer Service	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations <small>(Improvement Needed in Key Areas)</small> <input type="checkbox"/> Fails to Meet Expectations <small>(Plan of Assistance is Required)</small>	

Initiative	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations (Improvement Needed in Key Areas) <input type="checkbox"/> Fails to Meet Expectations (Plan of Assistance is Required)	
Professionalism	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations (Improvement Needed in Key Areas) <input type="checkbox"/> Fails to Meet Expectations (Plan of Assistance is Required)	
Learning and Development/ Self-Improvement	<input type="checkbox"/> Consistently Exceeds Expectations <input type="checkbox"/> Meets and Often Exceeds Expectations <input type="checkbox"/> Successfully Meets Expectations <input type="checkbox"/> Meets Minimum Expectations (Improvement Needed in Key Areas) <input type="checkbox"/> Fails to Meet Expectations (Plan of Assistance is Required)	

Quality Results	<ul style="list-style-type: none"><input type="checkbox"/> Consistently Exceeds Expectations<input type="checkbox"/> Meets and Often Exceeds Expectations<input type="checkbox"/> Successfully Meets Expectations<input type="checkbox"/> Meets Minimum Expectations (Improvement Needed in Key Areas)<input type="checkbox"/> Fails to Meet Expectations (Plan of Assistance is Required)	
Teamwork/ Attitude/ Cooperation	<ul style="list-style-type: none"><input type="checkbox"/> Consistently Exceeds Expectations<input type="checkbox"/> Meets and Often Exceeds Expectations<input type="checkbox"/> Successfully Meets Expectations<input type="checkbox"/> Meets Minimum Expectations (Improvement Needed in Key Areas)<input type="checkbox"/> Fails to Meet Expectations (Plan of Assistance is Required)	

Employee Performance Evaluation SUMMARY

Use this section to summarize the employee's performance in the last review period. When providing comments, consider the employee's performance against goal/objectives, key issues from the competencies above, and strengths/potential improvements.

Significant Accomplishments / Opportunities for Improvement

Miscellaneous Reviewer Comments

Employee Comments

Use the space below to make comments regarding your performance evaluation. Or, attach a separate comment sheet or self-appraisal document.

Comments:

SIGNATURE SECTION

Employee Signature*

Date

Supervisor/Reviewer Signature

Date

Next Level Supervisor Signature

Date

**Employee's signature does not signify agreement, but only that the evaluation has been seen by and discussed with the employee*

Days Absent _____

Original: Human Resources Copy 1: Employee Copy 2: Supervisor