

Teacher Assistant Informal Evaluation Form

Please use this form to have an informal conversation with your teacher assistant. The first evaluation will be due on December 14 and the second on April 18. In May, you will fill out the final evaluation which will evaluate performance standards for the entire year. Use each of these opportunities to have a professional conversation with your TA about the job they do and also as a time to reflect on necessary changes needed to ensure the success of your classroom. This will give our TA's an opportunity to make adjustments before being evaluated at the end of the year. Please make sure that you include all teachers who work with the TA. Go over the form with the TA and have them sign before giving both the TA and Mrs. Sigmon a copy.

TA Name: _____

Conference Date: _____

Staff Members involved in the evaluation:

Positives:

Areas Needing Improvement:

Teacher Assistant Signature: _____ Date: _____

Comments:

