

**PERFORMANCE EVALUATION  
TEACHER AIDE**

**EMPLOYEE NAME**

**DATE**

**WORK LOCATION**

**TYPE OF EVALUATION:**

**EVALUATION GUIDE**

- 1= Excellent (exceptional; exceed expectations)
- 2= Good (consistently meets, and frequently exceeds, usual expectations)
- 3= Average (conforms to job duties; meets expectations)
- 4= Fair (marginal; meeting only minimum requirements)
- 5= Poor (below standard and unacceptable; improvement required or termination may result)

**A rating of 1, 2, 4 or 5 requires written comments in the Comments/Summary section.**

**DUTIES AND RESPONSIBILITIES**

- |   |   |                          |
|---|---|--------------------------|
| <input type="checkbox"/>  | 1. Records observations of the children.  | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 2. Helps to maintain a clean, organized learning environment.   | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 3. Alert and flexible to spontaneous teaching opportunities.  | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 4. Encourages children to be independent and to problem solve and discover.                                   | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 5. Sets clear, consistent, realistic limits for children.   | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 6. Approaches discipline or challenging behaviors by being prepared and using positive discipline strategies. | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |
| <input type="checkbox"/>  | 7. Speaks with children at eye level.   | <input type="checkbox"/> |
| <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> |   |                          |

- 8. Is aware of total environment at all times.
- 9. Nutrition information/Menus sent out monthly to families.
- 10. ChildPlus #2315 completed at "point of service" and done correctly.
- 11. Plans and conducts weekly nutrition lessons.
- 12. Plans and conducts monthly Food Experiences.
- 13. Provides input on weekly lesson plans.
- 14. Promotes positive mealtime conversations and encourages good eating habits.
- 15. Engages, communicates and interacts individually with children during class time.
- 16. Perform Teacher duties in the absence of the Teacher.
- 17. Checks and restocks First Aid kits monthly and submits to Central Office.

**Overall rating for this section**

## KNOWLEDGE, SKILLS, AND ABILITIES

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <p>1. Maintains confidentiality of children, families, program, and agency.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>2. Attends required training and has met required training of at least 25 hours.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>3. Works toward self-improvement (goals).</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>4. Adheres to Head Start Performance Standards, Written Plan, Education Training manual, Head Start Parent Handbook, NE Child Care Regulations, and GHCA Agency Manual.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>5. Maintains current CPR/First Aid certification.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>6. Identifies problems and communicates concerns to appropriate co-workers, and management.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>7. Works cooperatively with the team to maintain the quality of the center; including participation and attendance at weekly team meetings.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>                             | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>8. If applicable, bilingual staff must be able to appropriately translate and interpret verbal and written communication.</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>   | <input type="checkbox"/> |

**Overall rating for this section**

## BI-LINGUAL KNOWLEDGE, SKILLS, AND ABILITIES

1. Acts as a positive language role model in the classroom (reads books in Spanish, models Spanish language throughout the day in natural conversations, speaks Spanish throughout the year).

2. Follows the teacher's guidance in providing directions/instructions/rules in Spanish (more at the beginning of the year than the end).

3. Assists the Teacher with using Spanish words on word wall and labeling items in Spanish.

4. Accurately interprets by presenting without altering, omitting or adding anything from what is stated, while asking for feedback to keep communication clear and open.

5. Accurately translates materials by asking questions for clarification, having a proofreader, completing translations within expected time lines while retaining original format.

6. Ensures that the Teacher/Family Service Worker is the lead person in the conversation when acting as the interpreter for Home Visits/Parent/Teacher Conferences/Monthly Parent Contacts.

**Comments:** (write a few comments about how you see this person using their bilingual skills)

**Overall rating for this section**

**JOB FACTORS**

<input type="checkbox"/>	1. Job knowledge	<input type="checkbox"/>
<input type="checkbox"/>	2. Quality of work	<input type="checkbox"/>
<input type="checkbox"/>	3. Productivity	<input type="checkbox"/>
<input type="checkbox"/>	4. Dependability	<input type="checkbox"/>
<input type="checkbox"/>	5. Adaptability	<input type="checkbox"/>
<input type="checkbox"/>	6. Organizational skills	<input type="checkbox"/>
<input type="checkbox"/>	7. Communication skills (written/verbal)	<input type="checkbox"/>
<input type="checkbox"/>	8. Computer skills	<input type="checkbox"/>
<input type="checkbox"/>	9. Analytic skills	<input type="checkbox"/>
<input type="checkbox"/>	10. Professionalism	<input type="checkbox"/>
<input type="checkbox"/>	11. Punctuality/Attendance	<input type="checkbox"/>

**Overall rating for this section**

Overall Evaluation Rating:

**SUMMARY/COMMENTS**

**Recommendations:**

**I certify that this report represents my best judgment.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I certify that this report has been discussed with me and I understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Items to be sent with **INTRODUCTORY** evaluation:  
Performance Evaluation Summary  
Job Related Goals  
Head Start Orientation Checklist (Original)

Items to be sent with **ANNUAL** evaluation:  
Performance Evaluation Summary  
Job Related Goals (New and Completed)

\_\_\_\_\_  
Program Specialist's Signature

\_\_\_\_\_  
Date