



# Teacher Aide/Hall Monitor Performance Evaluation

Employee \_\_\_\_\_ Building/Assignment \_\_\_\_\_

Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

<b>General Competencies</b>	Exceeds expectations	Meets expectations	Developing	Unsatisfactory	Not applicable	Comments (as warranted)
<b>Professional demeanor</b> a. Presents self in respectful and respectable manner b. Performs appropriately with minimal supervision c. Takes direction, accepts responsibility, follows through on assignments d. Gives appropriate feedback to students, co-workers, and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interpersonal Skills</b> a. Writes and speaks so that others can clearly understand message b. Respects the rights and confidentiality of the students and staff c. Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Teamwork</b> a. Cooperates with all team members (contributes to the team) b. Implements teacher assignments & directions c. Follows district policies d. Responsive to needs of co-workers, students, parents, & community e. Maintains professional boundaries w/ parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Resourcefulness</b> a. Seeks solutions to issues independent of supervisor when possible b. Applies knowledge and skills to all situations c. Uses a positive approach with students and staff d. Demonstrates initiative e. Is flexible, assesses and makes appropriate decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Attendance/punctuality</b> (use of sick/personal days is acceptable; punctual for work/appts)	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	

<b>Time Management</b> (uses time appropriately to get jobs accomplished efficiently)	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	
<b>Job-Specific Competencies</b>	<b>Exceeds expectations</b>	<b>Meets expectations</b>	<b>Developing</b>	<b>Unsatisfactory</b>	<b>Not applicable</b>	<b>Comments (as warranted)</b>
Exhibits the skills necessary for the assignment (e.g. communicates clearly & accurately, models desired behaviors like respecting others and fosters student independence as needed )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequacy of practical, technical, or professional skills & knowledge by using sound judgment and good decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seeks clarification of instructional goals & methodology as needed (e.g. provides feedback &/or solicits input regarding student performance/understanding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seeks professional development opportunities to increase awareness of instructional strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates knowledge of students' unique needs and grade level needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assesses and makes appropriate adjustments in how he/she performs his/her job on a continual basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides effective behavior management for all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Supervisor's Recommendation:**

Employee is recommended to continue.

Employee is recommended to continue with corrective action.  
Written Plan for Corrective Action in Improvement Areas is needed.

Conference Date: \_\_\_ / \_\_\_ / \_\_\_ \*Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee Comments:

\*Employee Signature does not necessarily mean agreement with the evaluation.



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## GUIDE TO CONDUCTING TEACHER AIDE/HALL MONITOR PERFORMANCE EVALUATIONS

### Purpose:

- Consistency across teaching aide assignments
- Improved documentation of performance: positive reinforcement for excellent performance and redirection/training for marginal employees;
- Clearly defined level of competence
- Assessment of general competencies as well as technical job performance

### Annual Process:

1. Teacher Aides/Hall Monitors shall be observed by an administrator once over two years. Input from their cooperating teachers will be collected as part of this process.
2. The evaluation will reflect performance in working in the capacity to which they are currently assigned.
3. Appropriate Supervisor completes the *Teaching Aide/Hall Monitor Performance Evaluation* form and a meeting to review this summative evaluation shall also be scheduled with each teacher aide.
4. Appropriate Supervisor gives employee a signed copy of official form and forwards original to the Associate Superintendent's office for employee's file.

### Directions:

**Employees:** Complete the *Teacher Aide/Hall Monitor Self-Reflection* form giving your honest opinion as to how you think you did your job this year. This form is intended to be a helpful resource for you and the district in order to acknowledge your success, initiate a dialogue and help support any future needs.

**Supervisors:** Assess the employee based on a thorough review of his/her performance over the past year, taking his/her self-assessment into consideration. Cite specific examples whenever possible and be prepared to explain your assessment. Use this as an opportunity to acknowledge good performance as well as to re-direct as needed. Though certainly needing to formally document, unacceptable behavior should be addressed as it occurs and should not wait for the performance review process.

### Definitions:

**Exceeds expectations:** Performance clearly surpasses what is expected of an employee in this position. This level of excellence is reached through a unique and exceptional application of knowledge, skill or ability.

**Meets expectations:** Performance is what is expected of a person in this position. Employee consistently attains the expected results/outcome.

**Developing:** Performance must be further developed to reach the level that is expected of an employee in this position. Such an employee may be learning new skills or competencies but is not quite competent yet in this area.

**Unsatisfactory:** Performance does not meet what is required to do the job. Corrective action is needed.



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Date: \_\_\_/\_\_\_/\_\_\_

## Teacher Aide/Hall Monitor Self-Reflection:

**Employee:** Please complete the *Teacher Aide/Hall Monitor Self-Reflection* form giving your honest opinion as to how you think you did your job this year. The self-reflection is intended to be a helpful resource for you and the district in order to acknowledge your success, initiate a dialogue and help support any future needs. Once again, thank you for your time and reflection.

- Accomplishments in past year:
  
  
  
  
  
  
  
  
  
  
- Support needed/requested from supervisor:
  
  
  
  
  
  
  
  
  
  
- Additional training/experience needed/requested:
  
  
  
  
  
  
  
  
  
  
- Recommended changes to improve effectiveness:

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**Summary of Performance Review Conference** (completed by supervisor following performance review)

Employee \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Conference Date \_\_\_\_\_

Remediation of developing or unsatisfactory performance since last performance appraisal:

Employee's performance is deemed satisfactory in all areas at this time.  
Supervisor Comments:

Employee's performance is deemed satisfactory or exceptional in all areas except where noted below:

**Developing** competencies:                      Action needed: \_\_\_\_\_ Responsible party:   Date:

**Unsatisfactory** performance:                      Action needed: \_\_\_\_\_ Responsible party:   Date:

This performance appraisal was reviewed with me and I understand the contents.

\_\_\_\_\_  
Supervisor signature                      Date

\_\_\_\_\_  
Employee signature                      Date

Supervisor comments:

Employee comments: