



Special Education Programs

Teacher Input Form

Mid-Year

End of the Year

Instructional Assistant:

Site:

Teacher:

Date:

Code: O = Outstanding

B = Below Average

N/A = Not Applicable

A = Above Average

S = Satisfactory

N/O = Not Observed

I = Improvement Needed (Requires Written Comment)

Topic		Rating
1.0	INSTRUCTIONAL DUTIES WITH TEACHER'S SUPERVISION	
	1.1 Is able to break down short term objectives as stated in the IEP and prepare effective lesson plans	<input type="text"/>
	1.2 Implements approved lesson plans	<input type="text"/>
	1.3 Collects data which measures the degree of pupil growth and development	<input type="text"/>
	1.4 Prepares instructional materials as needed	<input type="text"/>
	1.5 Uses prescribed techniques of behavior management	<input type="text"/>
	1.6 Functions effectively as a member of the educational team	<input type="text"/>
2.0	CLASSROOM AND RELATED DUTIES	Rating
	2.1 Attends to student needs	<input type="text"/>
	2.2 Maintains necessary classroom records	<input type="text"/>
	2.3 Performs maintenance duties as requested by teacher	<input type="text"/>
	2.4 Maintains classroom program when teacher is out of the room	<input type="text"/>
	2.5 Performs out-of-classroom duties as required. (i.e. lunch duty, recess, supervision, etc.)	<input type="text"/>
3.0	COMMUNICATION	Rating
	3.1 Relates to people in a positive manner	<input type="text"/>
	3.2 Communicates effectively with students	<input type="text"/>
	3.3 Communicates effectively with staff	<input type="text"/>
	3.4 Participates in a regular system of communication with the teacher regarding pupil needs, progress, and achievement	<input type="text"/>
	3.5 Utilizes proper channels to deal with professional problems and concerns	<input type="text"/>

**Special Education Programs
Instructional Assistant Evaluation**

4.0	PERSONAL CHARACTERISTICS	Rating
	4.1 Is able to physically carry out the duties & responsibilities of the position	<input type="text"/>
	4.2 Copes effectively with physical and emotional pressure and demonstrates a mature attitude toward them	<input type="text"/>
	4.3 Is able to express disagreement in a positive and non-destructive manner	<input type="text"/>
	4.4 After consideration, reaches agreement and acts upon suggestion for improvement	<input type="text"/>
	4.5 Demonstrates positive behavior in personal and professional relationships	<input type="text"/>
	4.6 Can function as a member of a group and abide by group decisions	<input type="text"/>
	4.7 Given basic information, is able to work independently to complete tasks	<input type="text"/>
	4.8 Follows established policy and procedures of San Joaquin County Schools Office	<input type="text"/>

5.0 COMMENTS:

7.0 ATTENDANCE HAS BEEN SATISFACTORY: YES NO

8.0 PERFORMANCE HAS BEEN SATISFACTORY: YES NO

_____ **Teacher Signature**

_____ **Date**

Return this completed form to your Program Administrator