



## Cambridge Public Schools Lunch Room Aide Evaluation Form

Name: \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

**Evaluation Key:** UL = Unsatisfactory and lack of satisfactory progress over time;  
U = Unsatisfactory; **1, 2, 3**—Low to high satisfactory performance range; **NA** = Not applicable or not observed

1. Actively circulates among students in order to maintain a respectful and orderly environment.

UL            U            1            2            3            NA

2. Is observant and vigilant while supervising students in the cafeteria and playground during lunch and recess.

UL            U            1            2            3            NA

3. Models and practices respectful interactions that are in alignment with the goals of the school.

UL            U            1            2            3            NA

4. Reports any incidents to the Assistant Principal or Principal in an appropriate and timely fashion.

UL            U            1            2            3            NA

5. Works collegially with other school staff.

UL            U            1            2            3            NA

6. Participates willingly in professional development opportunities around school culture and is open to feedback.

UL            U            1            2            3            NA

7. Communicates well with adults and children.

UL            U            1            2            3            NA

8. Is punctual.

UL            U            1            2            3            NA

9. Keeps table and other spaces in cafeteria clean and tidy.

UL            U            1            2            3            NA

**Comments:**

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The employee's signature indicates that he/she and the evaluator have discussed the evaluation and does not necessarily indicate agreement with the evaluation.