

# PERFORMANCE APPRAISAL CRITERIA

## TEACHER ASSISTANT

Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

### INSTRUCTIONS

1. The evaluator is to rate the teacher on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The teacher aide is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the teacher aide must discuss the results of the appraisal and any recommended action pertinent to it.
5. The teacher aide and evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the teacher aide's personnel folder.

### Rating Scale (Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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### MAJOR FUNCTIONS:

#### A. DEVELOP PLANS

1. Assists the teacher with planning and organizing instructional duties and activities.

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2. Cooperates in developing procedures for the classroom.

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3. Assist in the preparation of materials.

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4. Maintains awareness of the goals and objectives of supervising teacher.

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5. Assists in implementing the planned program.

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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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6. Provides information to teacher(s) concerning program evaluation.

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7. Is involved in activities to improve effectiveness of the total school program.

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8. Works to facilitate accomplishment of the total school program.

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9. Carries out supervisory duties in a prompt and responsible manner to ensure a safe and health environment.

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COMMENTS: \_\_\_\_\_

**B. CLERICAL/TECHNICAL ASSISTANCE**

1. Collects and records money according to established procedures.

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2. Maintains classroom files and records in accordance with applicable rules, laws, and regulations.

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3. Performs clerical duties as assigned.

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4. Demonstrates a knowledge of the uses of items of equipment.

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5. Has technical skill in operating equipment.

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6. Maintains appropriate working relationships with the board, staff, and community.

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COMMENTS: \_\_\_\_\_

Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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C. GENERAL CLASSROOM ASSISTANT

1. Exhibits positive behavior toward children, parents, staff, and administrators.

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2. Works to communicate the needs of school and children to parents and the community in a positive manner.

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3. Conducts self as a positive role model in the school and community.

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4. Assists students with understanding, interpreting, and adhering to laws, rules, and regulations.

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5. Shares the responsibility for school cleanliness and neatness.

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6. Assists in developing good housekeeping skills and regard for the environment both inside and outside the classroom.

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COMMENTS: \_\_\_\_\_

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Evaluator's Summary Comments: \_\_\_\_\_

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Employee's Reaction to Evaluation: \_\_\_\_\_

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\_\_\_\_\_  
Evaluator's Signature and Date

\_\_\_\_\_  
Employee's Signature and Date

Signature indicates that the written  
evaluation had been seen and discussed.