

PERFORMANCE APPRAISAL CRITERIA TEACHER ASSISTANT

Teacher Assistant's Name _____

School _____

- INSTRUCTIONS**
1. The evaluator is to rate the teacher assistant 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 assistant is provided an opportunity to react to the evaluator's ratings and comments.
 4. The evaluator and the teacher assistant must discuss the results of the appraisal and any recommended action pertinent to it.
 5. The teacher assistant and the evaluator must sign the instrument in the assigned spaces.
 6. The instrument must be filed in the teacher assistant'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. INSTRUCTIONAL ASSISTANCE

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1. Assists the teacher with planning and organizing instructional duties and activities.
2. Cooperates in developing procedures for the classroom.
3. Assists in the preparation of materials.
4. Maintains awareness of goals and objectives of supervising teacher.

Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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5. Assists in implementing the planned program.
6. Provides information to teacher(s) concerning program evaluation.
7. Is involved in activities to improve effectiveness of the total school program.
8. Works to facilitate accomplishment of the total school program.
9. Carries out supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment.

COMMENTS: _____

B. CLERICAL/TECHNICAL ASSISTANCE

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1. Collects and records money according to established procedures.
2. Maintains classroom files and records in accordance with applicable rules, laws and regulations.
3. Performs clerical duties as assigned.
4. Demonstrates a knowledge of the uses of items of equipment.
5. Has technical skill in operating equipment.

Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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6. Assembles materials to get the best effect.

COMMENTS: _____

C. GENERAL CLASSROOM ASSISTANCE

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1. Exhibits positive behavior toward children, parents, staff and administrators.
2. Works to communicate the needs of school and children to parents and the community in a positive manner.
3. Conducts self as a positive role model in the school and community.
4. Assists students with understanding, interpreting and adhering to laws, rules and regulations.
5. Shares the responsibility for school cleanliness and neatness.
6. Assists in developing good housekeeping skills and regard for the environment both inside and outside the classroom.

COMMENTS: _____

Evaluator's Summary Comments: _____

Teacher Assistant's Reaction to Evaluation: _____

Evaluator's Signature and Date

Teacher Assistant's Signature and Date

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