



Performance Appraisal Criteria
Teacher Assistant

Teacher Assistant's Name: _____

School: _____ Date: _____

- Instructions
1. The evaluator is to rate the teacher assistant on a four-point scale in each of the four major functions as indicated below.
 2. The evaluator will collect information from the supervising teacher(s) about the teacher assistant's performance.
 3. The evaluator is encouraged to add pertinent comments at the end of each major function.
 4. The teacher assistant is provided an opportunity to react to the evaluator's ratings and comments and provide artifacts to support his/her position.
 5. The evaluator and the teacher assistant must discuss the results of the appraisal and any recommended action pertinent to it.
 6. The teacher assistant and the evaluator must sign the instrument in the assigned spaces.
 7. The instrument must be filed in the teacher assistant's personnel folder.
 8. The Teacher Assistant job description is listed on pages 6-7 of this document.
 9. The evaluator will indicate proficiency in each area with a check mark. The evaluator will indicate a lack of proficiency with a "X" mark. The evaluator will also use NA (Not Applicable) for any function that does not apply to the employee. The total score for each function will be calculated by dividing the number of proficient areas (check marks) by the total number of marks (both checks and "X" marks). **Note: NA will not be used in the calculation of the employees' final rating.**



Major Function

Instructional Assistance (Indicate proficiency with check)

Rating Scale (Please Check)

The Teacher Assistant...

- | | Above Standard | At Standard | Below Standard | Unsatisfactory |
|---|----------------|-------------|----------------|----------------|
| _____ 1. Assists the teacher with planning and/or organizing instructional activities. | | | | |
| _____ 2. Cooperates in developing instructional procedures for the classroom. | | | | |
| _____ 3. Assists the teacher in the preparation of instructional materials. | | | | |
| _____ 4. Is aware of the goals and objectives of the supervising teacher. | | | | |
| _____ 5. Successfully provides instructional support to students in one on one setting. | | | | |
| _____ 6. Successfully provides instructional support to students in small group setting. | | | | |
| _____ 7. Successfully provides instructional support to students in whole group setting. | | | | |
| _____ 8. Implements the portions of the child's Individualized Education Program, or other instructional plan, assigned to him/her fully. | | | | |
| _____ 9. Successfully participates in professional development opportunities offered by the school or district. | | | | |
| _____ 10. Seeks out opportunities to gain professional knowledge. | | | | |
| _____ 11. Accepts additional responsibilities in the area of instructional assistance. | | | | |
| _____ 12. Other: (Provide a specific description) _____ | | | | |
| _____ 13. Other: (Provide a specific description) _____ | | | | |

81% - 100%	61% - 80%	41% - 60%	0% - 40%

Comments:



Major Function

Non-Instructional Assistance (Indicate proficiency with a check)

The Teacher Assistant...

- _____ 1. Assists students with understanding, interpreting and adhering to rules.
- _____ 2. Successfully enforces school rules in small group settings.
- _____ 3. Successfully enforces school rules in whole group settings.
- _____ 4. Successfully performs supervisory duties (i.e. car duty, cafeteria duty).
- _____ 5. Performs duties as needed, even when not scheduled.
- _____ 6. Accepts responsibilities as assigned.
- _____ 7. Shares the responsibility for school cleanliness and neatness.
- _____ 8. Assists with the teaching of good housekeeping skills and regard for the environment both inside and outside of the classroom to students
- _____ 9. Adheres to the policies, procedures and Core Values of the school and district.
- _____ 10. Is reliable as demonstrated by arriving on time both to school and assigned locations within the school and providing proper notice when not going to be in attendance.
- _____ 11. Maintains professional attire.
- _____ 12. Other: (Provide a specific description) _____
- _____ 13. Other: (Provide a specific description) _____

Rating Scale
(Please Check)

Above Standard	At Standard	Below Standard	Unsatisfactory
81% - 100%	61% - 80%	41% - 60%	0% - 40%

Comments:



Major Function

Clerical / Technical Assistance (Indicate proficiency with a check)

The Teacher Assistant...

- _____ 1. Maintains classroom files and records with strict confidentiality, in accordance with applicable rules, laws and regulations.
- _____ 2. Performs clerical duties as assigned.
- _____ 3. Demonstrates knowledge of the uses of items of equipment.
- _____ 4. Has the technical skill to operate equipment needed to perform essential job functions.
- _____ 5. Other: (Provide a specific description)

- _____ 6. Other: (Provide a specific description) _____

Rating Scale
(Please Check)

Above Standard	At Standard	Below Standard	Unsatisfactory
81% - 100%	61% - 80%	41% - 60%	0% - 40%

Comments:



Major Function

Communicating in the Educational Environment

(Indicate proficiency with a check mark.)

The Teacher Assistant...

- _____ 1. Exhibits positive behavior toward children, parents, staff and administrators.
- _____ 2. Communicates the school's and district's Core Values to all stakeholders in a positive manner.
- _____ 3. Advocates within the educational environment for the needs of students.
- _____ 4. Demonstrates knowledge of proper grammar and spelling in written communication.
- _____ 5. Other: (Provide a specific description) _____
- _____ 6. Other: (Provide a specific description) _____

Rating Scale
(Please Check)

Above Standard	At Standard	Below Standard	Unsatisfactory
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81% - 100%	61% - 80%	41% - 60%	0% - 40%

Comments:



UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Teacher Assistant

FLSA STATUS: Non-Exempt

GENERAL STATEMENT OF JOB

To assist the teacher in the instruction of public school children.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

1. Plans and prepares for the instructional activities with the classroom teacher. Contributes to a positive classroom environment where every child is motivated to achieve.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists in individual children in need of special attention.
4. Assists in escorting and supervising students to other locations.
5. Guides independent study, enrichment work, and remedial work assigned by the teacher.
6. Prepares and demonstrates the appropriate use of multimedia equipment and instructional materials.
7. Assists teacher with noninstructional classroom duties, such as snack, lunch, bulletin boards, and other daily routines.
8. Secures and organizes classroom supplies.
9. Assists in reading, storytelling, calendar, and other appropriate activities.
10. Assists small groups of students in the library, art class, computer lab, etc. as needed.
11. Prepares instructional materials.
12. Participates in appropriate in-service activities.
13. Assists with classroom discipline.
14. Attends meetings of the school as directed.
15. Observes student performance and assists students in correcting seat work as it is being done.
16. Assists the teacher in maintaining the classroom in clean, orderly, and functional condition.
17. Establishes and maintains cooperative relationships with others.



18. Performs such other tasks and assumes responsibilities as may be assigned by the classroom teacher or school administrator.
19. Strives to be desirable example for students in attitude, actions, speech, and dress.

ADDITIONAL JOB FUNCTIONS

MINIMUM TRAINING AND EXPERIENCE

1. High school diploma or equivalent degree.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to communicate effectively both orally and in writing.
- ✓ Ability to reason, make judgments, and maintain effective working relationships with others.
- ✓ Ability to utilize positive human relation skills with all staff.
- ✓ Skills of keyboarding with accuracy at the speed necessary for the position.
- ✓ Skills in operating a computer with word processing, spreadsheet, and desktop publishing applications.
- ✓ Knowledge of office practices and procedures.
- ✓ Ability to compile and summarize information.
- ✓ Ability to resolve problem situations with sound judgment.
- ✓ Ability to demonstrate proper telephone etiquette.
- ✓ Ability to maintain confidentiality in matters relating to the school system.
- ✓ Ability to exercise independent judgment and initiative in completing work assignments.
- ✓ Knowledge of business letter writing and memos.
- ✓ Ability to compose correspondences independently.
- ✓ Ability to work in the absence of supervision.
- ✓ Ability to establish and maintain cooperative working relationships with those contacted in the course of work.