

# Teacher Associate Evaluation

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Position/Assignment: \_\_\_\_\_

**Check one:** Self Rating: \_\_\_\_\_  
(will not be placed in Personnel File)

Administrator Rating: \_\_\_\_\_  
(will be placed in Personnel File)

Meets Expectations: Performance is on target with what is typically expected.

Needs Improvement: Performance indicates a deficit area, which may jeopardize continued employment in the District, if not addressed satisfactorily.

Does Not Meet Expectations: Performance is consistently and greatly deficient.

Not Applicable: An area of performance not expected in this employee's job description.

	Performance Criteria	Requirements of the Job			
		Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1.	<b>Attendance</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>At work on a consistent and reliable basis.</li> <li>When accessing leave, follows procedures to inform supervisor and/or office.</li> <li>Seeks prior approval for absences as necessary.</li> <li>Tries to schedule appointments outside the workday.</li> </ul>	Comments or Suggestions:			
2.	<b>Punctuality</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>On time for work.</li> <li>On time for assignments/duties.</li> <li>Remains at work or in assignment/duty for expected period of time.</li> </ul>	Comments or Suggestions:			
3.	<b>Communication Skills</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>Uses appropriate language.</li> <li>Writes understandably.</li> <li>Provides appropriate non-verbal cues.</li> <li>Demonstrates positive communication.</li> </ul>	Comments or Suggestions:			
4.	<b>Initiative</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>Performs job duties without requiring prompting.</li> <li>Handles unusual situations effectively.</li> <li>Requires a minimum amount of supervision.</li> </ul>	Comments or Suggestions:			
5.	<b>Appropriate Role Model</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>Adheres to all district/building policies, rules and procedures.</li> <li>Projects professionalism in manner and dress.</li> <li>Avoids bringing words or actions that are inappropriate into the learning environment.</li> </ul>	Comments or Suggestions:			

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	Performance Criteria	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
6.	Dependability				
	Including but not limited to: <ul style="list-style-type: none"> <li>Others can and do rely upon employee.</li> <li>Completes job responsibilities as requested.</li> <li>Completes routine job responsibilities in a timely fashion.</li> </ul>	Comments or Suggestions:			
7.	Open to Suggestions for Improvement				
	Including but not limited to: <ul style="list-style-type: none"> <li>Demonstrates a change in action/behavior after directives are provided.</li> <li>Remains open to suggestions.</li> <li>Understands and follows directions.</li> </ul>	Comments or Suggestions:			
8.	Ability to Work as a Team Member				
	Including but not limited to: <ul style="list-style-type: none"> <li>Cooperates with others.</li> <li>Problem solves issues in a positive and productive manner.</li> <li>Uses correct chain of command when work issues arise.</li> <li>Does not allow issues unrelated to the work environment to negatively impact his/her work performance/relationships.</li> <li>Able to work both independently and collaboratively.</li> </ul>	Comments or Suggestions:			
9.	Ability to Work with Cooperating Teacher				
	Including but not limited to: <ul style="list-style-type: none"> <li>Accepts and implements directives.</li> <li>Provides input to cooperating teacher at appropriate times/places.</li> </ul>	Comments or Suggestions:			
10.	Skills are Appropriate to the Position				
	Including but not limited to: <ul style="list-style-type: none"> <li>Has ability to work both one-on-one and in groups, as necessary.</li> <li>Has skills needed to properly complete required work.</li> <li>Is able to perform all functions of the job description.</li> <li>Has ability to adjust to the changing demands of the position.</li> <li>Efficiently and adequately uses technological tools such as the computer, phone, etc.</li> </ul>	Comments or Suggestions:			
11.	Has a Positive Attitude				
	Including but not limited to: <ul style="list-style-type: none"> <li>Is helpful, kind, and respectful with students, colleagues and supervisor.</li> <li>Avoids negative comments or behaviors.</li> <li>In words and actions, contributes to a school culture that is conducive to learning.</li> <li>Avoids sarcasm.</li> <li>Avoids gossip.</li> </ul>	Comments or Suggestions:			
12.	Ability to Interact with/Relate to Students				
	Including but not limited to: <ul style="list-style-type: none"> <li>Communicates Clearly</li> <li>Provides age and capability appropriate communication.</li> <li>Demonstrates a caring attitude toward children.</li> <li>Provides redirection/supervision in appropriate ways.</li> <li>Maintains a professional relationship.</li> </ul>	Comments or Suggestions:			

		Requirements of the Job			
	Performance Criteria	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
13.	Seeks Opportunities for Growth/Improvement				
	Including but not limited to: <ul style="list-style-type: none"> <li>Has taken actions toward self-improvement (job related).</li> <li>Takes advantage of voluntary training/in-service that is offered on early release and in-service days.</li> <li>Attends required in-service.</li> </ul>	Comments or Suggestions:			
14.	Achieves Expected Production				
	Including but not limited to: <ul style="list-style-type: none"> <li>Quantity of work is sufficient.</li> <li>Quality of work is sufficient.</li> </ul>	Comments or Suggestions:			
15.	Maintains Confidentiality of Personnel/Student Information				
	Including but not limited to: <ul style="list-style-type: none"> <li>Does not reveal or discuss outside of explicitly appropriate settings students/staff/school information that is confidential.</li> <li>Refers questions to proper sources.</li> </ul>	Comments or Suggestions:			
16.	Record-Keeping				
	Including but not limited to: <ul style="list-style-type: none"> <li>Maintains and submits required employment documentation (certifications, physical, etc.).</li> <li>Maintains and submits appropriate student/classroom/assignment-related documentation.</li> <li>All are submitted in a timely manner.</li> </ul>	Comments or Suggestions:			
17.	Demonstrates Competence in Implementing Student Safety Procedures				
	Including but not limited to: <ul style="list-style-type: none"> <li>Completes training in safety procedures, as directed.</li> <li>Takes action when appropriate to ensure student/staff safety.</li> <li>Uses physical restraint only as directed and when properly trained to do so</li> <li>Remains vigilant of student and staff safety.</li> </ul>	Comments or Suggestions:			

Remediation: If as a result of this evaluation, "does not meet expectations" or "needs improvement" are identified, the evaluator shall provide suggestions to the employee, which are intended to improve the employer's performance, in deficient areas. Attach extra pages as needed.

Date Administrator Received Employee Self-Rating: \_\_\_\_\_ Date Evaluation Conference Held: \_\_\_\_\_

Recommendation (V one): \_\_\_\_\_ Retain as employee \_\_\_\_\_ Recommend termination  
 \_\_\_\_\_ Retain as employee, however, review again on (date): \_\_\_\_\_

Signatures: (signature of employee does **not** necessarily indicate agreement but documents employee's awareness of this evaluation.)

\_\_\_\_\_  
 Evaluator Date

\_\_\_\_\_  
 Employee Date

**A copy of this evaluation shall be place in the employee's personnel file in the Office of Human Resources.**

**Performance Evaluation Comments:**

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**Objectives for Improving Performance:**

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**Employee Comments:**

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**Signature of Evaluator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(acknowledging that this communication has been received)

02/06/2013