

Instructional Aide Evaluation

Instructional Aide: Sally Jones

Date: 02/15/2011

Evaluation Period: FY11

Evaluator: Bill Craig

Preparation and Training

Mrs. Jones consistently demonstrates a firm grasp of the foundation skills needed to assist teachers in providing students a smoothly functioning classroom. Standard classroom practices are followed routinely. When new equipment, policies, or procedures are added to the expectations for instructional aides, Mrs. Jones attends the appropriate training sessions and integrates the concepts learned into the daily routine as directed. When novel situations emerge, Mrs. Jones demonstrates good judgement in seeking help or clarification.

Performance Indicators

- Demonstrates appropriate skill in the use of classroom and clerical equipment.
- Consistently follows standard classroom practices.
- Demonstrates appropriate skill and good judgement in following district policies and procedures.
- Attends required training and integrates new procedures into daily routine as directed.
- Seeks help and asks questions appropriately when confronted with novel situations.

Performance Assisting Students

Mrs. Jones demonstrates an empathetic understanding of the students assigned for tutoring and small group work. Especially adept at one-to-one tutoring, Mrs. Jones also works well with small groups under the direction of the classroom teacher. Under Mrs. Jones's guidance, students typically complete the assigned work according to the instructions provided by the teacher.

Performance Indicators

- Demonstrates an appropriate, empathetic understanding of the students.
- Demonstrates skills needed for successful one-to-one tutoring.
- Requires student effort before providing assistance with assigned work.
- Successfully guides small groups to completion of assigned work within allotted time.

Performance Assisting Teachers

Mrs. Jones demonstrates a clear understanding of the role expectations for instructional aides. Clerical duties are normally completed within the allotted time, and the quality of that work is typically good. Mrs. Jones works well with minimal direct supervision and routinely holds in confidence all information relating to students and classroom operations. When confronted with unusual situations, Mrs. Jones typically uses good judgement in deciding which merit an immediate action or answer and which must be deferred to the certified teaching staff.

Performance Indicators

- Demonstrates clear understanding of role expectations for instructional aides.
- Exercises initiative when appropriate.
- Understands which matters must be deferred to classroom teacher or administrative staff.
- Completes appropriate amount of work in the allotted time.
- Quality of completed work is high.
- Routinely holds in confidence all information related to students and classroom operations.
- Handles non-routine situations appropriately while completing assigned daily tasks.
- Works well with minimal supervision once instructions are given.

Supervision of Students

Mrs. Jones consistently demonstrates good judgement in the supervision of students in the hallways, on the playground, and in the lunchroom. Seen as firm but fair by the students, Mrs. Jones enforces standard school expectations evenhandedly in most situations. Mrs. Jones is routinely attentive and alert to the activities of the students. Mrs. Jones's supervisory behavior consistently demonstrates a genuine concern for the safety of students without smothering their exuberance.

Performance Indicators

Demonstrates good supervisory judgement in a variety of settings.
 Enforces school expectations evenhandedly with students.
 Is attentive and alert to the activities of students.
 Consistently demonstrates a concern for student safety.

Essential Behaviors

Mrs. Jones has been dependable and reliable in the performance of assigned duties. Consistently punctual, Mrs. Jones has maintained a good record of attendance and has earned a reputation as a good worker who perseveres to complete assigned tasks. Mrs. Jones appears to have a good working relationship with other employees, our students, and the public that visits our school.

Performance Indicators

Demonstrates dependability.
 Demonstrates reliable consistency in the performance of assigned duties.
 Is consistently punctual for assigned duty shifts.
 Maintains solid record of attendance with absences only for approved reasons.
 Maintains good working relationship with other employees.
 Demonstrates appropriate relationship with students.
 Demonstrates appropriately helpful relationship with visitors to the school.

Commendations

Mrs. Jones has taken work seriously during this evaluation period. Attentive during training sessions, Mrs. Jones has integrated concepts taught into the daily operational routine. Mrs. Jones has significant assistance to the students and teachers of this school.

Recommendations

1. Attend workshops as assigned to improve your skills with instructional technologies.
2. You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

Bill Craig
Principal

Date

I have discussed the information contained in this document with my supervisor and was given the opportunity to ask questions about its content.

Instructional Aide

Date