

SAMPLE CITY/COUNTY SCHOOL SYSTEM

CENTRAL JUNIOR HIGH SCHOOL

PERFORMANCE APPRAISAL INSTRUMENT
TEACHER ASSISTANT

NAME: Mr. John Williams
DATE: November 05, 2007
GRADE/SUBJECT: 10th

SS#: ____-____-____
SCHOOL YEAR: 2007/2008

INSTRUCTIONS:

1. The evaluator is to rate the Teacher Assistant on a six-point 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 rating 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 form in the assigned spaces.
6. The instrument must be filed in the Teacher Assistant's personnel folder.

RATING SCALE

- | | | |
|-------------------|------------------------|----------------|
| 1. Unsatisfactory | 2. Below Standard | 3. At Standard |
| 4. Above Standard | 5. Well Above Standard | 6. Superior |

MAJOR FUNCTIONS:

- | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. INSTRUCTIONAL ASSISTANCE | 1 | 2 | 3 | 4 | 5 | 6 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.1 Assists the teacher with planning and organizing instructional duties and activities. | | | | | | |
| 1.2 Cooperates in developing procedures for the classroom. | | | | | | |
| 1.3 Assists in the preparation of materials. | | | | | | |
| 1.4 Maintains awareness of goals and objectives of supervising teacher. | | | | | | |
| 1.5 Assists in implementing the planned program. | | | | | | |
| 1.6 Provides information to teacher(s) concerning program evaluation. | | | | | | |
| 1.7 Is involved in activities to improve effectiveness of the total school program. | | | | | | |
| 1.8 Works to facilitate accomplishment of the total school program. | | | | | | |
| 1.9 Carries out supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment. | | | | | | |

COMMENTS:

2. CLERICAL/TECHNICAL ASSISTANCE	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1 Collects and records money according to established procedures.						
2.2 Maintains classroom files and records in accordance with established rules, laws and regulations.						
2.3 Performs clerical duties as assigned.						
2.4 Demonstrates a knowledge of the uses of items of equipment.						
2.5 Has technical skill in operating equipment.						
2.6 Assembles materials to get the best effect.						

COMMENTS:

3. GENERAL CLASSROOM ASSISTANCE	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Exhibits positive behavior toward children, parents, staff and administrators.						
3.2 Works to communicate the needs of school and children to parents and the community in a positive manner.						
3.3 Conducts self as a positive role model in the school and community.						
3.4 Assists students with understanding, interpreting and adhering to laws, rules and regulations.						
3.5 Shares the responsibility for school cleanliness and neatness.						
3.6 Assists in developing good housekeeping skills and regard for the environment both inside and outside the classroom.						

COMMENTS:

S U M M A R Y C O M M E N T S

Evaluator's Summary Comments:

Line one.

Teacher Assistant's Reaction to Evaluation:

Signed _____	____/____/____
Teacher Assistant	Date
Signed _____	____/____/____
Evaluator	Date

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