Instructional Aide Evaluation Form

Instructional Aide: School year:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Outstanding** | **Above Expectations** | **Meets Expectations** | **Inconsistently Effective** | **Unsatisfactory** | **Comments** |
| **Catholic Identity and Environment** |  |  |  |  |  |  |
| * Supports Catholic environment & identity of school & classroom
 |  |  |  |  |  |
| * Positive and nurturing interactions with students and peers that reflect Gospel values
 |  |  |  |  |  |
| * Demonstrates honest, ethical behavior
 |  |  |  |  |  |
| **Job Knowledge and Skills** |  |  |  |  |  |  |
| * Content knowledge
 |  |  |  |  |  |
| * Understands the individual needs of students
 |  |  |  |  |  |
| * Works well with small and large groups of students
 |  |  |  |  |  |
| * Supports student learning, including those with special needs
 |  |  |  |  |  |
| * Follows teacher’s lesson plans/instructions accurately/skillfully
 |  |  |  |  |  |
| * Clear understanding of classroom/work expectations
 |  |  |  |  |  |
| * Able to assess and give feedback to students
 |  |  |  |  |  |
| **Communication** |  |  |  |  |  |  |
| * Effective verbal and written communication, including accuracy with grammar and clearly understood messages
 |  |  |  |  |  |
| * Keeps open lines of communication
 |  |  |  |  |  |
| * Utilizes current technology for communication
 |  |  |  |  |  |
| * Demonstrates good listening skills
 |  |  |  |  |  |
| **Progress of Annual Professional Goal****Goal:** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Outstanding** | **Above Expectations** | **Meets Expectations** | **Inconsistently Effective** | **Unsatisfactory**  | **Comments** |
| **Professionalism** |  |  |  |  |  |  |
| * Provides support for the school community and its members
 |  |  |  |  |  |
| * Contributes to a positive school climate
 |  |  |  |  |  |
| * Models the school mission and goals in all interactions
 |  |  |  |  |  |
| * Follows direction of teacher and administration
 |  |  |  |  |  |
| * Flexible and adaptable to change
 |  |  |  |  |  |
| * Delivers on work commitments and is punctual
 |  |  |  |  |  |
| **Initiative and Work Quality** |  |  |  |  |  |  |
| * Demonstrates proactivity and initiative on a regular basis
 |  |  |  |  |  |
| * Establishes goals
 |  |  |  |  |  |
| * Goes beyond assigned tasks
 |  |  |  |  |  |
| * Exhibits organizational skills in managing time & responsibilities
 |  |  |  |  |  |
| * Follows through on completion of programs and tasks
 |  |  |  |  |  |
| * Delivers on work assignments with successful outcomes
 |  |  |  |  |  |
| * Work is accurate and detailed
 |  |  |  |  |  |
| **Professional Development** |  |  |  |  |  |  |
| * Takes initiative for own learning and development
 |  |  |  |  |  |
| * Seeks opportunities that improve knowledge, skills, and potential
 |  |  |  |  |  |
| **Teamwork** |  |  |  |  |  |  |
| * Maintains enthusiasm and encouragement
 |  |  |  |  |  |
| * Contributes to desirable work and learning atmosphere with a positive attitude
 |  |  |  |  |  |
| * Builds and promotes effective and cooperative working relationships with teacher
 |  |  |  |  |  |
| * Builds and promotes effective and cooperative working relationships with students
 |  |  |  |  |  |
| * Builds and promotes effective relationships with parents
 |  |  |  |  |  |
| * Builds and promotes effective and cooperative working relationships with other aides
 |  |  |  |  |  |
| * Builds and promotes effective and cooperative working relationship with principal
 |  |  |  |  |  |

Specific Recommendations made to Employee for Improving Performance

Specific

Principal’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom Teacher’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_