

Performance Evaluation Report for Instructional Assistant Employees



Spokane Public Schools
excellence for everyone

Name _____ Date _____ Type of Evaluation
Title _____ Location _____ 60 Day
 Annual
 Other

OVERALL APPRAISAL: Satisfactory
 Requires Improvement
 Unsatisfactory

Key: S = Satisfactory; R = Requires Improvement; U = Unsatisfactory; NA = Does not apply/not observed. (Any R or U rating requires a written comment.)

Personal Characteristics

- A. Is dependable, regular in attendance, and punctual.
- B. Demonstrates a cooperative and professional attitude in working with students, parents, and staff.
- C. Exhibits good judgment and common sense.
- D. Shows an interest in work.
- E. Is open to change or demonstrates a willingness to be flexible.
- F. Shows concern for safety of students and others.

Comments:

Performance

- A. Demonstrates initiative in the performance of routine duties.
- B. Work performed is of high quality.
- C. Is ready with materials when needed.
- D. Demonstrates appropriate use of discretionary time.
- E. Maintains case load records as required.
- F. Writes objectives indicating specific family or student problems.

Comments:

Relationship with Students

- A. Develops rapport with the student as an individual.
- B. Provides opportunities for student success.
- C. Is supportive of student interest.

Comments:

Parenting Skills (for Home School Assistants and Liaisons)

- A. Develops rapport with parents as individuals.
- B. Offers supportive help for parent problems.
- C. Maintains parent contacts as necessary.
- D. Utilizes community resources.

Comments:

Relationship with School Staff and Team

- A. Follows prescribed instructions of supervising teacher (or objective management system).
- B. Shows a willingness to accept assignments.
- C. Understands area of responsibility.
- D. Is respectful of confidentiality.
- E. Is able to work without direct supervision.
- F. Supports classroom curriculum and activities.

Comments:

Please list:

Inservice that would be helpful

Skill development completed during the year (inservice, workshops, etc.)

Employee Signature

My signature indicates only that I have read and discussed this evaluation with the evaluator, not that I necessarily agree or disagree with its content. (Employee may attach comments to this evaluation, if desired.)

Principal's Signature

Program

Program Manager's Signature

Date