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| --- | --- | --- |
| Employee |  | |
| Job Title |  | |
| Date |  | |
| Location |  | |
| Supervisor |  | |
| Evaluation Type | Annual | Probationary |



**RATINGS**

The following scale is used for all ratings in the review.

* **Exceeds expectations** – consistently delivers exceptional results, is a model for others to follow.
* **Meets expectations** – consistently meets expectations in all areas.
* **Training recommended** – meets expectations in most areas, but needs training for proficiency.
* **Not applicable** - this does not apply to the current job responsibilities as defined.

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| --- | --- | --- | --- | --- |
| **Meeting the needs of students** | Exceeds Expectations | Meets Expectations | Training recommended | Not applicable |
| Treats students in a positive manner. |  |  |  |  |
| Treats students impartially while maintaining an awareness of individual needs. |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Recognizes when to provide assistance and when to encourage self-help and problem solving skills. |  |  |  |  |
| Uses a positive approach to behavior management, emphasizing redirection when possible. |  |  |  |  |
| Is conscious/aware of whole classroom while providing individualized instruction. |  |  |  |  |
| Actively listens to and appropriately speaks with students. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Assisting in the Classroom** | Exceeds Expectations | Meets Expectations | Training recommended | Not applicable |
| Works well as a team member in the classroom. |  |  |  |  |
| Helps maintain classroom environment and standards. |  |  |  |  |
| Assist directing teacher(s) in implementation of lesson plans and preparing materials. |  |  |  |  |
| Follows behavior plans. |  |  |  |  |
| Demonstrates knowledge of IEP goals and understands implementations to assist student in achieving goals. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Work Habits and Behavior** | Exceeds Expectations | Meets Expectations | Training recommended | Not applicable |
| Complies with District policies, regulations and procedures. |  |  |  |  |
| Complies with assigned hours of work/schedules, including assigned lunch and break periods. |  |  |  |  |
| Follows District/building protocols for absences. |  |  |  |  |
| Follows classroom/building/District protocols in emergency situations. |  |  |  |  |
| Exhibits appropriate work attire and personal appearance. |  |  |  |  |
| Communicates with professional language. |  |  |  |  |
| Maintains student/staff confidentiality as required. |  |  |  |  |
| Demonstrates a positive working relationship with students and staff. Willingness to respond to requests from staff and supervisors. |  |  |  |  |
| Demonstrates ability to perform tasks with little or no supervision. |  |  |  |  |
| Demonstrates willingness to accept suggestions and/or direction in performance of tasks. |  |  |  |  |

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| Exercises independent judgement appropriately. |  |  |  |  |
| Shows initiative when working in a changing environment. |  |  |  |  |
| Uses materials and equipment effectively. |  |  |  |  |
| Follows both oral and written instructions accurately. |  |  |  |  |
| Exhibits good safety habits for students and self. |  |  |  |  |
| Handles stressful situations effectively per training provided (Mandt). |  |  |  |  |
| Demonstrates adaptability and flexibility in new work situations. |  |  |  |  |
| Engages in mutual problem-solving. |  |  |  |  |
| Collaborates with directing teacher(s), staff, administration in the best interest of students. |  |  |  |  |
| Works effectively in the absence of directing teacher(s) |  |  |  |  |

Comments:

Summary

Training recommendations (opt.)

I acknowledge that this performance evaluation was reviewed by the employee and supervisor on this date. Signature of this document does not imply agreement with evaluation.

# Supervisor Date

Employee Date

## An employee may attach a written rebuttal to his/her evaluation within twenty (20) working days after receipt of his/her copy of the evaluation.

Date evaluation received by HR: by

Position Title

Employee option:

Date employee rebuttal received by HR: by