

SCOTLAND COUNTY SCHOOLS
SCHOOL YEAR: _____

TEACHER ASSISTANT PERFORMANCE APPRAISAL INSTRUMENT

Teacher Assistant's Name

School

INSTRUCTIONS

- Based on the evidence from observations, artifacts, and discussion, the evaluator is to rate the teacher assistant's performance with respect to the 4 major functions listed below.
- The evaluator must add pertinent comments at the end of each major function for any rating other than At Standard.
- The teacher assistant is provided an opportunity to react to the evaluator's rating and comments.
- The evaluator and the teacher assistant must discuss the results of the appraisal and any recommended actions pertinent to it.
- The teacher assistant and the evaluator must sign the instrument in the assigned spaces
- The instrument must be filed in the teacher assistant's personnel folder.
- The rating scale will include the four Levels of Performance described below.

Above Standard

Performance within this functions area is consistently high. Teaching practices are demonstrated at a high level. Teacher assistant seeks to expand scope of competencies and undertake additional, appropriate responsibilities.

At Standard

Performance within this function area is consistently adequate/acceptable. Teaching practice fully meets all performance expectations at an acceptable level. Teacher assistant maintains an adequate scope of competencies and performs additional responsibilities as assigned.

Below Standard

Performance within this function area is sometimes inadequate/unacceptable and needs improvement. Teacher assistant required supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.

Unsatisfactory

Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. Teacher assistant requires close and frequent supervision in the performance of all responsibilities.

A. Major Function: Planning/Organization

1. Assists teacher with planning and organization
2. Assists with preparation of materials

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments: _____

B. Major Function: Instructional Assistance

1. When conducting small group, individual, or whole class instruction, the teacher assistant conducts the assigned instructional activity at a brisk pace, slowing presentations when necessary for student understanding.
2. Circulates to check all students' performance and/or monitor students' work.
3. When appropriate, teacher assistant uses student responses to adjust teaching as necessary.
4. Provides feedback on the correctness or incorrectness of in-class work to both student and teacher.
5. Speaks fluently and precisely using correct grammar.
6. Encourages students to be engaged in and responsible for their own learning (empowering students to take responsibility for their own learning.)

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments: _____

C. Major Function: General Duties

1. Carries out assigned duties responsibly
2. Works effectively in situations that deviate from the normal work environment.

Above Standard	At Standard	Below Standard	Unsatisfactory

3. Stops inappropriate behavior promptly and consistently, yet maintains the dignity of the students.
4. Shares responsibility for a clutter free and orderly environment.

Comments: _____

D. Major Function: Professional Behavior

1. Works to facilitate accomplishment of the total school program.
2. Projects positive behavior towards students, parents, and staff.
3. Conducts self as a positive role model.
4. Maintains confidentiality
5. Maintains prompt and regular attendance.
6. Consistently strives to improve knowledge and skills through appropriate professional development.

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments: _____

Evaluator's Summary Comments: _____

Teacher Assistant's Reaction to Evaluation: _____

 Evaluator's Signature & Date

 Teacher Assistant's Signature & Date

