

## Arlington Heights School District 25 Teaching Assistant Evaluation Form

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**School Year** \_\_\_\_\_ **Building** \_\_\_\_\_

Performance Category	Needs Improvement	Meets Expectations	Exceeds Expectations	Not Applicable
<b>QUALITY OF WORK:</b> 1. Completes routine work with minimal supervision. 2. Demonstrates initiative when appropriate. 3. Makes good use of time and completes tasks in a timely manner. 4. Follows teacher directives (assistants are expected to be able to work independently on clerical tasks, one-on-one with students, with students in the regular education setting and/or small groups). 5. Meets district standards of performance as outlined in the TCAP expectations form regarding students and curriculum. 6. Communicates regularly with classroom teacher(s). 7. Works effectively with students and on tasks.	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>COMMENTS:</b> <i>Comments are <u>required</u> for any "Needs Improvement" rating.</i>				
<b>PROFESSIONALISM:</b> 1. Reports to work regularly and on time (consistent attendance). 2. Assumes responsibility of students if the teacher must tend to a student who is in a crisis situation. 3. Demonstrates positive attitude and enthusiasm about the job and assigned duties and cooperative with staff and students. 4. Maintains classroom expectations and behavioral expectations as set up by the supervising teacher. 5. Works scheduled hours as determined by the principal and/or specific department. 6. Develops collaborative relationships with staff members and administration. 7. Demonstrates ethical behavior. 8. Conforms to a professional standard of conduct. 9. Participates in professional growth opportunities as directed. 10. Interacts positively with other employees and the public.	<b>NI</b>	<b>ME</b>	<b>EE</b>	<b>NA</b>
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
10.				
<b>COMMENTS:</b> <i>Comments are <u>required</u> for any "Needs Improvement" rating.</i>				

## Teaching Assistant Evaluation Form

Performance Category	Needs Improvement	Meets Expectations	Exceeds Expectations	Not Applicable
----------------------	-------------------	--------------------	----------------------	----------------

<b>KNOWLEDGE AND SUITABILITY OF POSITION:</b>	1.			
1. Demonstrates ability to facilitate learning with small groups or one-on-one situations.	2.			
2. Possesses necessary technology skills as required for the position.	3.			
3. Possesses and applies math skills as required for the position.	4.			
4. Possesses the emotional and physical capabilities necessary to perform duties.	5.			
5. Displays proficiency in reading and writing in English.	6.			
6. Adapts to change easily (changes in students, environment, and instruction).	7.			
7. Personal habits are conducive to a good learning environment.	8.			
8. Adheres to all district and school policies-role model for students.	9.			
9. Expresses patience and tolerance of student learning and behavioral needs.	10.			
10. Possesses sound judgment (i.e.: application of logic and common sense).				
<b>COMMENTS:</b> <i>Comments are <u>required</u> for any "Needs Improvement" rating.</i>				

**Employee's Comments / Additional information as needed (i.e.: professional goals):**

---

Employee Signature/Date

Evaluator Signature/Date

Signature indicates that the evaluation has been read and discussed, but does not necessarily indicate agreement with the contents.

Copies:            Employee                                  Evaluator                                  Employee's personnel file