#### **HUNTINGTON PUBLIC SCHOOLS** Huntington, New York 11743

#### TEACHER ASSISTANT EVALUATION REPORT

#### **Instructions for Use**

The primary purpose of the evaluation form is to establish the level of performance of the employee during the period of this evaluation and, further, to assist the employee in improving performance in areas which may have been found to be less than "Effective". The supervisor shall give examples for those areas listed as "Requires Improvement" or "Unacceptable" and a summary of recommendations for improvement. All Teacher Assistant's will be evaluated a minimum of once per school year.

This evaluation instrument will be used in conjunction with those job responsibilities and expectations identified to the employee as being appropriate and consistent with the level of responsibility for the position to which they are currently assigned.

An employee's signature on the evaluation will only denote that the employee has seen the evaluation, not that the employee agrees with its content.

Nothing shall restrain the employee from responding to the content of the evaluation in either verbal or written form to their supervisor and/or the District. An employee's written response shall be attached to the evaluation in the District's records.

#### **Interpretations of Rating Scale**

Effective - The employee *effectively meets* the expected requirements for a person of this title.

<u>Requires Improvement</u> - The employee is *experiencing difficulty* meeting expected requirements for a person of this title.

<u>Unacceptable</u> - The employee *does not meet* the minimum expected requirements for a person of this title.

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### **Teacher Assistant Evaluation Report**

Employee Pe	Period Covered	
Position Bu	Building	
All evaluations are to be discussed with the employee. The those areas listed as "Requires Improvement" or "Unaccepted recommendations for improvement.		
Rating Scale: (3) Effective (2) Requires Improv	ement (1) Unacceptable	
INSTRUCTIONAL CRITERIA	RATING	
Classroom Management		
Ability to Work with Students		
Ability to Deliver Planned Instruction		
Ability to follow Established Procedures		
Ability to Work with Other Teachers and/or Chairpersons		
Initiative During Instruction		
Punctuality to Assignment		
Ability to Get Students to Respond to Directions		
NON-INSTRUCTIONAL CRITERIA	RATING	
Accuracy and Punctuality of Reports		
Acceptance of Daily Assignments		
Rapport with Students		
Ability to Follow School Procedures		
Leadership During Assignments		
PROFESSIONAL ATTITUDE	RATING	
Punctuality		
Dependability		
Cooperation		
Peer Group Interaction		
Interest and Enthusiasm		
Personal Appearance		
Knowledge of Responsibility		
Ability to Accept Change		
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ATTENDANCE	NUMBER	
Number of days absent at the time of this evaluation		

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Comments:	
My signature denotes that the evaluator has shown and discussed understand that I can submit a written response to be attached to t records.	
Signature of Employee	Date
Signature of Evaluator	Date