



*Mid-Valley Special Education Cooperative*  
**Special Education Teaching Assistant Evaluation**  
 8/20/2012

Name:	School Year:	
Assignment:	Length of Time in Current Assignment:	
Location:	Date of Last Evaluation:	

Instruction	Rating
<ul style="list-style-type: none"> <li>• Provides active instructional support to students, consistent with the classroom placement</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Provides active behavioral support to students, consistent with the classroom placement</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Provides instructional assistance to teacher/case manager with classroom tasks, e.g. materials preparation, data collection for academic, functional, social and/or behavioral tasks</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Contributes to a positive instructional environment for students and staff</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<b>Comments:</b>	

Interpersonal Relations/Communication	Rating
<ul style="list-style-type: none"> <li>• Maintains cooperative, appropriate and positive working relationships with Mid-Valley staff, administrators, school district staff, parents and community agencies</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Functions as a positive member of the educational team</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Maintains ongoing appropriate and timely written, oral and electronic communication; maintains student confidentiality</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<b>Comments:</b>	

Training/Consultation	Rating
<ul style="list-style-type: none"> <li>Supports integration of special education students as appropriate</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Accesses professional growth opportunities; improves performance as indicated/desired</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<b>Comments:</b>	

Other Professional Responsibilities	Rating
<ul style="list-style-type: none"> <li>Provides general student supervision, as directed</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Provides assistance with physical needs of students, e.g. feeding, hygiene, ambulation, physical behavior management</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Completes assigned clerical tasks in a timely and accurate fashion</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Demonstrates knowledge of technology appropriate to assignment</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Demonstrates problem-solving skills, flexibility and receptivity to change</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>Demonstrates responsiveness to teacher/administrator directives</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<b>Comments:</b>	
<b>Does employee's attendance pattern affect performance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment:

Definition of Domain Ratings  
**Unsatisfactory** – Performance is poor and/or behavior is clearly below acceptable levels.  
**Needs Improvement** – Performance and/or behavior is at a minimal competency level and in need of improvement.  
**Proficient** – Performance and behavior is competent, dependable and acceptable.  
**Superior** – Performance and behavior is clearly and consistently exemplary.

**Recommendation to Rehire**

This employee is recommended for re-employment.  
 This employee is not recommended for re-employment.

\_\_\_\_\_  
*Signature of Employee\**

\_\_\_\_\_  
*Signature of Direct Supervisor*

\_\_\_\_\_  
*Date*

\* Indicates that content has been seen and discussed

Copies of this form to:

Employee

Direct Supervisor

Personnel file