



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

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

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

Other Professional Responsibilities	Rating
<ul style="list-style-type: none"> • Provides general student supervision, as directed 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> • Provides assistance with physical needs of students, e.g. feeding, hygiene, ambulation, physical behavior management 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> • Completes assigned clerical tasks in a timely and accurate fashion 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> • Demonstrates knowledge of technology appropriate to assignment 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> • Demonstrates problem-solving skills, flexibility and receptivity to change 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> • Demonstrates responsiveness to teacher/administrator directives 	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
Comments:	
Does employee's attendance pattern affect performance?	<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