

Regulation

PERSONNEL

6048.4

TEACHING ASSISTANT EVALUATION FORM

Board of Cooperative Educational Services
Madison-Oneida Counties
Verona, New York 13478

Evaluator & Title _____	
Teaching Assistant _____	Evaluation Time Period _____
Assignment _____	Date of Conference _____
School Year _____	Evaluation # _____

Evaluation Criteria

- I = Ineffective** - rarely meets the established criteria. Fails to work towards improving skills that support student learning activities, lacks effort and initiative.
- D = Developing** - occasionally meets criteria. Some effort is made but lacks consistency, the quality of the individual's work needs improvement to meet minimum standards.
- E = Effective** - regularly meets the established criteria. Shows significant effort to improve, seeks direction and input from the supervising teacher regarding student support.
- H = Highly Effective** - consistently meets criteria. Independently works to improve the learning environment for students. Makes suggestions for improvement, consistently supports learning activities, and works to develop additional skills as an educator.

STATEMENT OF INSTRUCTIONAL STANDARDS

The following are the standards by which teaching assistants will be evaluated. Teaching assistants must demonstrate consistently high standards, where applicable, by:

CRITERIA	I	D	E	H
PREPARATION				
Has a thorough knowledge of the subject matter				
Has instructional resources and teaching activities identified, matched to objectives and student learning levels.				
Provides for the individual needs of each student/ class needs				
PRESENTATION				
Helps students get ready to learn. Students are informed on what they are to learn, how they are to learn it, how long they will have to learn it and how they will be to demonstrate what they have learned.				
Assists students in practicing of skills.				
Provides presentations/demonstrations that clearly communicate information to students.				
Uses class time for student learning				
STUDENT BEHAVIOR / CLASSROOM CONTROL				
Consistently and equitably applies discipline for all students as prescribed by the classroom teacher and school policy				
COMMUNICATION:				
Cooperates and has good rapport with all staff.				
Demonstrates effective communication with the students and establishes rapport				
Completes written requirements accurately, on time, and as directed.				
EVIDENCE OF LEARNING/ ASSESSMENT				
Evaluates students' skills as instructed				
Provides feedback to students and supervising teacher(s) on students' progress				
OTHER STANDARDS/ SUPPORT CRITERIA				
Promotes safety rules and regulations and demonstrates them personally				
Exercises good judgment, initiative, and dependability				
Follows procedural guidelines, reports on time, and maintains attendance expectations				
Continues professional development through in-services, course work, and committee work				

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Comments

Documentation to Support Rating(s)

Evaluation Summary Satisfactory Unsatisfactory

Specific measures to be taken by Teaching Assistant to improve performance: _____

Professional Development: Exceeded 25 hours (Exceptional)
 Completed 15- 25 hours (Satisfactory)
 Did not complete 15 hours (Needs Improvement)

Signatures

Evaluator _____ Date _____
Immediate Supervisor _____ Date _____

Teaching Assistant Comments _____

Teaching Assistant _____ Date _____

Original to Personnel Office - Copies to: Teaching Assistant, Teacher, Supervisor, Director