

EDUCATIONAL ASSISTANT EVALUATION FORM

NAME OF EDUCATIONAL ASSISTANT: _____

SCHOOL: _____

DATE OF EVALUATION: _____

ADMINISTRATOR COMPLETING EVALUATION: _____

SCHOOL-BASED TEAM MEMBERS: _____

CRITERIA FOR RATING COMPETENCIES:

1	2	N/A
Shows consistent application of skill.	Requires reminders or supervision to apply skill. This is an area to work on to improve overall performance.	Not a required expectation or not observed in present job assignment.

	Rating Scale		
Instructional, Behavioural and Personal Care Support Skills			
1. Demonstrates ability to carry out teacher directed activities and to reinforce strategies as provided by the teacher.	1	2	
2. Provides an appropriate level of support to students while fostering independence.	1	2	
3. Demonstrates ability to adapt instructional activities materials in consultation with the classroom teacher.	1	2	N/A or
4. Provides students with appropriate feedback and reinforcement.	1	2	
5. Supervises student behaviour effectively and in a manner consistent with the teacher's expectations.	1	2	
6. Redirects inappropriate behaviour in a positive manner.	1	2	
7. Provides a safe and comfortable environment for all students by demonstrating caring and understanding.	1	2	
8. After appropriate training, carries out recommendations provided by consultants (e.g. OT, PT, SLP).	1	2	N/A
9. Assists individual students with physical needs (e.g. feeding, toileting, lifting, mobility, dressing or any other documented physical requirements).	1	2	N/A
10. After appropriate training, performs specific medical procedures (e.g. catheterization, g-tube feeding, administering meds, or any other documented medical procedures)	1	2	N/A

Team Skills:

Rating Scale

- | | | |
|---------------------------------------------------------------------------------------------------------|---|---|
| 1. Maintains a positive and respectful relationship with co-workers. | 1 | 2 |
| 2. Participates and contributes cooperatively when acting as a member of a school based team. | 1 | 2 |
| 3. Demonstrates effective communication with teachers through documentation and collaborative meetings. | 1 | 2 |
| 4. Demonstrates an ability to anticipate when students or teachers require assistance. | 1 | 2 |

Personal/Professional Skills:

- | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|
| 1. Provides a positive role model to students and co-workers. | 1 | 2 | |
| 2. Demonstrates ethical and confidential behavior. | 1 | 2 | |
| 3. Demonstrates responsibility towards attendance and punctuality in daily work assignments, including arriving on time and moving between assignments during the day with promptness. | 1 | 2 | |
| 4. Demonstrates ability to communicate effectively and with respect to students and staff. | 1 | 2 | |
| 5. Demonstrates ability to be flexible in job assignment. | 1 | 2 | N/A |
| 6. Demonstrates ability to confidently handle unforeseen situations. | 1 | 2 | N/A |

Strengths:

Suggestions for Professional Growth:

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EDUCATIONAL ASSISTANT SIGNATURE: _____

ADMINISTRATOR SIGNATURE: _____