



Educational Assistant Evaluation Report – _____ Report

The purpose of this report is to provide a formal summative written report for the educational assistant. Upon initiating an evaluation, the principal, supervisor, or designate shall complete the initial section of this report, meet with the educational assistant to review the process, and then provide a copy of this report to the educational assistant.

Demographic and Evaluation Information	
School/Department	Today's Date
Educational Assistant's Name	Role
Supervisor's Name	Role
Purpose of Evaluation <input type="checkbox"/> First year of employment <input type="checkbox"/> Requested by the staff member <input type="checkbox"/> Due to concerns identified through supervision <input type="checkbox"/> Other: _____	
Evaluation Criteria, Process, and Timelines The evaluation will be based upon the educational assistant competencies outlined in sections 1-5. The process will include daily observations of the educational assistant, interviews with other team members, and a 30-minute structured interview. The evaluation report will be completed prior to _____.	
Possible Outcomes of the Evaluation Possible outcomes include, but are not limited to, continued employment, program of remediation, or termination of contract.	
Brief Description of the Educational Assistant's Role Upon Which This Evaluation is Based 	

Section 1: Student Learning							
Does the employee meet competency expectations? <div style="background-color: #808000; color: white; padding: 2px;">Y/N Competency</div> <ul style="list-style-type: none"> ___ Knows how and when to increase or decrease supports ___ Applies strategies that are effective for the individual child ___ Develops students' independence ___ Seeks to understand the needs of the student(s) ___ Focuses on identified goals of each student ___ Articulates strategies and activities as suggested by consultants and teachers ___ Uses wait time to allow for processing ___ Uses physical, verbal, and visual prompts. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Areas of Strength</td> <td style="padding: 5px;">➤</td> </tr> <tr> <td style="padding: 5px;">Areas for Improvement</td> <td style="padding: 5px;">➤</td> </tr> <tr> <td style="padding: 5px;">Areas of Concern That Do Not Meet Expectations</td> <td style="padding: 5px;">➤</td> </tr> </table>	Areas of Strength	➤	Areas for Improvement	➤	Areas of Concern That Do Not Meet Expectations	➤
Areas of Strength	➤						
Areas for Improvement	➤						
Areas of Concern That Do Not Meet Expectations	➤						

Section 2: Relationships

Does the employee meet competency expectations?

Y/N Competency

- Enhances students' confidence and understanding
- Works in an effective, and positive manner with students
- Works in an effective and positive manner with staff
- Works effectively as part of a learning team
- Contributes positively to school culture
- Demonstrates empathy
- Seeks opportunities to build positive relationships with students
- Seeks opportunities to build positive relationships with colleagues
- Use motivational strategies

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 3: Documentation and Record Keeping

Does the employee meet competency expectations?

Y/N Competency

- Records are up to date
- Records are neat and comprehensive
- Records are accessible
- Records are accurate
- Able to discriminate between important and unessential information
- Complies with and works within CESD safety policies, procedures and guidelines
- Brings safety concerns, issues and hazards to the appropriate person

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 4: Communication

Does the employee meet competency expectations?

Y/N Competency

- Expresses ideas clearly in oral form
- Expresses ideas clearly in written form
- Expresses ideas in a courteous and respectful manner
- Listens effectively

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 5: Knowledge and Expertise

Does the employee meet competency expectations?

Y/N Competency

- Develops an annual growth plan
- Seeks growth aligned with needs identified in annual growth plan
- Demonstrates knowledge of job functions
- Demonstrates technical expertise
- Makes sound decisions by analyzing and solving problems effectively
- Works independently
- Seeks support and assistance when appropriate
- Demonstrates flexibility
- Adjusts to changes in procedures, protocols and working conditions
- Accepts new responsibilities
- Performs effectively under pressure

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 6: Professionalism & Ethics

Does the employee meet competency expectations?

Y/N Competency

- Leads by example
- Respects the Confidentiality Undertaking and Pledge
- Addresses ethical concerns directly with a colleague
- Dresses professionally
- Maintains a professional manner in terms of conduct
- Maintains a professional manner in terms of attitude
- Exercises prudent judgment in handling parental concerns
- Assists students, parents, teachers and support staff with issues
- Arranges for the proper person to deal with concerns
- Maintains an acceptable record of attendance
- Arrives and departs on time
- Maintains a positive attitude
- Accepts direction from supervisors
- Shares learning environment concerns confidentially with the teacher

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Supervisor Comments and Recommendations

Comments

Employment Recommendations

Educational Assistant Comments – attach additional pages if necessary

Declaration

I have read and discussed this evaluation with my supervisor.

Educational Assistant's Name

Educational Assistant's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Please submit hard copies of all final evaluation reports to the Associate Superintendent - People Services prior to April 30.