

East Central Catholic Schools

Evaluation of Classroom Support Assistants' Performance

Employee Name: _____ Evaluation Period: _____

Supervisor Name: _____ Employee Assignment: _____

Employee Assignment Description: _____

Evaluation Type:

Probationary ☐ Regular ☐ Employee Requested ☐ Supervisor Initiated ☐

Rating Performance:

1. **Needs Improvement** – Performing at a minimal level. Improvement is needed to fully meet job expectations.
2. **Developing Expectations** – Working towards meeting the expectations of assignment, seeking support through mentorship, training or professional development.
3. **Meets Expectations** – Consistently meets the job performance requirements. Performance is regularly competent and dependable.
4. **Exceeds Expectations** – Consistently displays a high level of productivity. Performance is routinely above job requirements.

PERFORMANCE AREA:

INSTRUCTIONAL ASSISTANCE

KEY INDICATORS

	Needs Improvement	Developing Expectations	Meets Expectations	Exceeds Expectations	Not Applicable
• Communicate with teachers regarding students and programs	☐	☐	☐	☐	☐
• Follows and supports implementation of the IPP.	☐	☐	☐	☐	☐
• Assists students with assignments while fostering independence	☐	☐	☐	☐	☐
• Monitors for student attention and focus.	☐	☐	☐	☐	☐
• Monitors for student understanding.	☐	☐	☐	☐	☐
• Listens to lessons for teachers' instructional expectations.	☐	☐	☐	☐	☐
• Demonstrates competency in assisting in assigned subject areas.	☐	☐	☐	☐	☐

Additional Comments:

PERFORMANCE AREA:**ORGANIZATION AND PREPARATION****KEY INDICATORS**

	Needs Improvement	Developing Expectations	Meets Expectations	Exceeds Expectations	Not Applicable
• Previews learning materials when applicable.	☐	☐	☐	☐	☐
• Assists teachers in organizing and managing classroom environment.	☐	☐	☐	☐	☐
• Arrives on time and is prepared.	☐	☐	☐	☐	☐
• Dresses in accordance with established dress code.	☐	☐	☐	☐	☐
• Demonstrates flexibility within a changing work environment.	☐	☐	☐	☐	☐
• Works with students in a timely and efficient manner.	☐	☐	☐	☐	☐
• Train and utilize specialized equipment including technology.	☐	☐	☐	☐	☐

Additional Comments:**PERFORMANCE AREA:****INTERPERSONAL SKILLS AND PROFESSIONAL ATTRIBUTES****KEY INDICATORS**

	Needs Improvement	Developing Expectations	Meets Expectations	Exceeds Expectations	Not Applicable
• Demonstrates respect for students, parents/guardians, teachers and others.	☐	☐	☐	☐	☐
• Maintains professional space and proper conduct.	☐	☐	☐	☐	☐
• Works as a TEAM member.	☐	☐	☐	☐	☐

• Contributes to a positive classroom and Catholic school culture.	☐	☐	☐	☐	☐
• Communicates appropriately within different environments.	☐	☐	☐	☐	☐
• Communicates through proper channels.	☐	☐	☐	☐	☐
• Shows initiative and confidence.	☐	☐	☐	☐	☐
• Maintains a high standard of confidentiality.	☐	☐	☐	☐	☐
• Works within policies, provisions , guidelines.	☐	☐	☐	☐	☐
• Models appropriate behaviour.	☐	☐	☐	☐	☐
• Demonstrates reliability in attendance.	☐	☐	☐	☐	☐
• Readily accepts feedback/constructive criticism in order to improve.	☐	☐	☐	☐	☐
• Understands own strengths and areas of improvement.	☐	☐	☐	☐	☐

Additional Comments:

PERFORMANCE AREA:**SUPPORT FOR STUDENTS WITH EXCEPTIONAL NEEDS****KEY INDICATORS**

	Needs Improvement	Developing Expectations	Meets Expectations	Exceeds Expectations	Not Applicable
• Documents student behaviour, schedules.	☐	☐	☐	☐	☐
• Assists students with accommodations as defined in the IPP to support behaviour.	☐	☐	☐	☐	☐
• Supports classroom and school rules.	☐	☐	☐	☐	☐
• Provides feedback to teachers regarding student behaviour	☐	☐	☐	☐	☐
• Provides assistance for students with disabilities.	☐	☐	☐	☐	☐
• Provides support in areas of personal hygiene, physical and medical care.	☐	☐	☐	☐	☐

Additional Comments:

Support Staff Signature
(acknowledging receipt of report)

Date

Support Staff Supervisor

Date

Administrator/Supervisor Signature

Date