

EDUCATIONAL ASSISTANT PERFORMANCE APPRAISAL

E.A. Name:

School:

Principal: _____ Date: _____

Domain 1. STUDENT MANAGEMENT

Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Implement teacher behaviour management strategies using the same emphasis and techniques		
Accommodate and support physical needs		
Supervise student activity at arrival, recess, lunch and other unstructured components of the day as required		
Assist with student behaviour management skills, supervise time out, make sure class and school rules are understood and followed		
Demonstrate ability to follow instructions and implement directives		

Comments:

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Domain 2. PROFESSIONAL RESPONSIBILITY

Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Monitor and assist evaluations, assessments, tests or examinations.		
Assist with observing, charting progress, and documenting behaviours.		
Assist with lesson follow-up and assigned projects.		
Demonstrate professional conduct and support academic instruction.		

Comments:

Domain 3. KNOWLEDGE		
Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Demonstrate knowledge of student development		
Demonstrate knowledge of effective strategies and program goals for students		
Demonstrate familiarity with the classification and characteristics of exceptionalities and relevant educational terms		
Demonstrate knowledge and use of Assistive Technology		

Comments:

Domain 4. COMMUNICATIONS		
Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Assists regularly with communication notes to home i.e., homework, assignments, activities		
Establishes positive relationships with individual student (hobbies, interests and career goals).		
Enhance student self-concept through positive feedback.		
Translate or interpret behaviour and non-verbal communication for teacher or others who may not be familiar with the student.		
Demonstrate appropriate inter-personal skills.		

Comments:

Domain 5. ATTITUDE/WORK HABITS

Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Demonstrate a positive attitude		
Is a valuable team member		
Punctuality		
Is aware of Health & Safety concerns		

Comments:

PERFORMANCE RATING

☐ UNSATISFACTORY PERFORMANCE

☐ SATISFACTORY PERFORMANCE

Signature of Educational Assistant

Date

Signature of Principal / Vice Principal

Date

Distribution: Educational Assistant
 Personnel File
 ONE ORIGINAL, SIGNED COPY to the Superintendent Responsible for Special Education