

**Tulare County Office of Education**  
**Early Start Intervention Assistant (ESIA) Classified Personnel Evaluation Form**

**Employee:** \_\_\_\_\_ **SS#** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

**Status: Permanent:** \_\_yes \_\_no **Probationary:** \_\_\_ 5<sup>th</sup> mo. \_\_\_ 9<sup>th</sup> mo

**Supervisor:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date of Observation:** \_\_\_\_\_

**Performance Factors:** Check the column that most describes the employee's performance. **Probationary** Employees use: (E) Emerging Skills; learning new standards (S): Satisfactory; meets standards; or (U): Unsatisfactory; needs Improvement; not meeting TCOE standards; **Permanent** Employees use U or S only

#	Performance Criteria	U	E	S
1.	Implements the IFSP as developed by the teacher and family.			
2.	Demonstrates knowledge of stages of development and related milestones for children birth to three/five.			
3.	Uses coaching-consultative and routines-based methods with families.			
4.	Able to directly model a variety of adaptations and strategies for student learning			
5.	Consults and collaborates with the child's teacher to implement the recommended instructional program.			
6.	Maintains current, required documentation regarding children on caseload.			
7.	Assists teacher in on-going assessment information in regards to the children served.			
8.	Communicates/Interacts effectively with families and other service providers.			
9.	Reports to the teacher regarding child's on-going progress and data collection.			
10.	Completes paperwork assignments in an efficient and timely manner.			
11.	Demonstrates respect and sensitivity for different cultures and languages of others.			
12.	Organized and well prepared for visits with assigned children.			
13.	Works independently to provide services; completes other assigned duties; and shows initiative.			
14.	Follows TCOE safety rules and procedures when performing the duties of the job.			
15.	Maintains a positive attitude; willing to help co-workers; works well with others; accepts change.			
16.	Maintains confidentiality of personal information.			
17.	Work attire is appropriate and employee is well groomed.			
18.	Follows TCOE rules and regulations.			
19.	Regularly arrives to work on time and follows established scheduled.			
20.	Attendance: Total days absent:			

**Overall Employee Rating: Meets TCOE Standards** \_\_yes \_\_no      Two or more unsatisfactory ratings require an Improvement Plan.  
**Unsatisfactory--#** \_\_\_\_\_ **Improvement Plan:** \_\_yes \_\_no      **Improvement Plan attached:** \_\_yes \_\_no  
**Comments/Commendations:**

**Employee Comments:**

A signature on this performance appraisal does not mean the employee agrees with the opinions expressed, but merely indicates the employee has read the performance appraisal and has been given the opportunity to discuss, comment and react by written response.

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date:** \_\_\_\_\_