

**Tulare County Office of Education**  
**Special Education Instructional Assistant Classified Evaluation Form**

**Employee:** \_\_\_\_\_ **SSI#** \_\_\_\_\_ **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. For **Probationary** Employees: (E) Emerging Skills; (S) Satisfactory, meets standards; or (U) Unsatisfactory, needs improvement, not meeting TCOE standards. For **Permanent** employees use (U) or (S) only.

**Performance Criteria**

**I. Work Habits and Knowledge**

U E S

1.	Reinforces the instructional program assigned by the teacher			
2.	Demonstrates methods and strategies for instruction to support student			
3.	Demonstrates ability to assist teacher in maintaining control of classroom			
4.	Takes initiative and solves problems that arise			
5.	Minimum supervision is required to carry out the duties in the classroom/out of class			
6.	Performs other duties/responsibilities as assigned			
7.	Uses assistive technology effectively to support student learning			
8.	Regularly arrives to work on time and follows established schedule			
9.	Attendance: Total days absent _____			

**II. Interactions with Students**

10.	Works well with students and reinforces positive behaviors			
11.	Demonstrates courtesy and respect towards students			
12.	Provides effective classroom/non-classroom supervision of students			

**III. Interactions with Adults**

13.	Accepts/follows teacher direction			
14.	Communicates effectively with school personnel, parents, staff, other instructional assistants, etc			
15.	Accepts constructive criticism from supervisors			
16.	Cooperates and maintains appropriate relationships with other assistants, staff, parents, and others			
17.	Minimizes personal, non related actions/interactions with others			

**IV. Supports a Positive Effective Environment**

18.	Adapts to change and positive attitude is presented			
19.	Maintains confidentiality and appropriate classroom data/records			
20.	Adheres to TCOE and school rules and regulations			
21.	Follows sanitary and cleanliness procedures in the classroom			
22.	Maintains appropriate appearance and attire for school environment			

**Overall Employee Rating: Meets TCOE Standards**  yes  no Two or more "Unsatisfactory" ratings requires Improvement Plan

**Unsatisfactory (#'s)** \_\_\_\_\_ **Improvement Plan (attached):**  yes  no

**Recommendations for Continued Employment:**  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:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_