

# TEACHING ASSISTANT/ATTENDANT/MONITOR EVALUATION REPORT

Employee: Click here to enter text. Job Title: Click here to enter text.

Employee ID #: Click here to enter text. Location: Click here to enter text.

Supervisor: Click here to enter text. Date of Evaluation: Click here to enter text.

Tenured Tenure Date: Click here to enter text.

Non Tenured

| Illustrative Examples (Required if rating is below expectations or improvement needed) | Unsatisfactory | Satisfactory | Good | Excellent |  | Illustrative Examples (Required if rating is below expectations or improvement needed) |
| --- | --- | --- | --- | --- | --- | --- |
| JOB PERFORMANCE (See Attachment) | | | | | | |
| Is regular in daily attendance |  |  |  |  | Click here to enter text. | |
| Is appropriately dressed |  |  |  |  | Click here to enter text. | |
| Shows initiative |  |  |  |  | Click here to enter text. | |
| Is punctual in performance in job duties |  |  |  |  | Click here to enter text. | |
| Works well with staff members |  |  |  |  | Click here to enter text. | |
| Works well with students |  |  |  |  | Click here to enter text. | |
| Is receptive to supervision |  |  |  |  | Click here to enter text. | |
| Continues to learn and improve (in-service) |  |  |  |  | Click here to enter text. | |
| Is knowledgeable of job expectations |  |  |  |  | Click here to enter text. | |
| Performs instructional duties |  |  |  |  | Click here to enter text. | |
| Performs non-instructional duties |  |  |  |  | Click here to enter text. | |
| Respects confidentiality |  |  |  |  | Click here to enter text. | |

List any strengths which you feel merit comment.

List any concerns which you think require attention.

What alternate suggestions have been made to the employee to help him/her alleviate these concerns?

List any deficiencies which you think require improvement.

What alternate suggestions have been made to the employee to improve his/her performance?

**(FOR PROBATIONARY EMPLOYEES ONLY)**

WOULD YOU RECOMMEND THIS PERSON FOR CONTINUED EMPLOYMENT OR TENURE? YES  NO

**Signature of Employee:**   **Date:**

**Signature of Supervisor:**  **Date:**

**Copies to:**

Supervisor  Principal/Administrator

Employee  Personnel File