

Bertie County Schools

Instructional Assistant Performance Appraisal Instrument

Instructional Assistant: _____

Year: _____

School: _____

Supervising Teacher: _____

Position (PK, EC, etc.): _____

Performance Evaluation Codes:

EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement UP = Unsatisfactory Performance

EVALUATION ELEMENTS					
A. INSTRUCTIONAL ASSISTANCE	EE	ME	NI	UP	NA
1. Assists the teacher with planning and organizing instructional duties and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cooperates in developing procedures for the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assists in the preparation of materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains awareness of goals and objectives of supervising teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assists in implementing the planned program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides information to teacher(s) concerning program evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is involved in activities to improve effectiveness of the total school program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Works to facilitate accomplishment of the total school program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Carries out supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B. CLERICAL/TECHNICAL ASSISTANCE	EE	ME	NI	UP	NA
1. Collects and records money according to established procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintains classroom files and records in accordance with applicable rules, laws, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performs clerical duties as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates knowledge of the uses of items of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has technical skill in operating equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assembles materials to get the best effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. GENERAL CLASSROOM ASSISTANCE	EE	ME	NI	UP	NA
1. Exhibits positive behavior toward children, parents, staff, and administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Works to communicate the needs of school and children to parents and the community in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducts self as a positive role model in the school and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assists students with understanding, interpreting, and adhering to laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shares the responsibility for school cleanliness and neatness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assists in developing good housekeeping skills and regard for the environment both inside and outside the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Evaluator's Summary Comments: (Use attachment, if needed)

Evaluatee's Summary Comments: (Use attachment, if needed)

****At the present time, I ☐ would / ☐ would not recommend re-employment.**

Immediate Supervisor's Signature / Date

Employee's Signature / Date

Human Resource Reviewer's Signature / Date

<p>Signature indicates that the Employee has seen this written evaluation and has discussed it with the evaluators.</p>
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