

Performance Appraisal Worksheet

Teacher's Assistant Preschool

Employee: _____ Employee Number: _____

Supervisor: _____

Evaluator: _____

Appraisal Date: _____ Last Appraisal Date: _____

Purpose of Evaluation:

Functions Rating Scale:

- 1 Unsatisfactory - Performance on this element of your job is well below expected standards and there is question whether there is potential and/or willingness to meet the minimum standards set.
- 2 Marginal - Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and willingness to improve.
- 3 Satisfactory - Performance is at or above the standards required.
- 4 Very Good - Performance in this area is consistently better than required standards.
- 5 Outstanding - Performance is so successful at this element of your job that special note should be made.

Functions:

Assists the site supervisor with lesson planning and/or age appropriate activities by working with individual or small groups of children (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts.

Rating Comments

Assists toddlers (e.g. diapering, toilet training, feeding, etc.) for the purpose of addressing personal care needs.

Rating Comments

Distributes instructional and/or play materials for the purpose of providing required supplies.

Rating Comments

Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.

Rating Comments

Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, quiet time, field trips, classroom, homework time, etc.) for the purpose of providing a safe and positive learning environment.

Rating Comments

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Organizes quiet or active, age appropriate indoor and/or outdoor activities for the purpose of actively participating in the learning activities with children.

Rating

Comments

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Rating

Comments

Prepares instructional materials (e.g. newsletters, lesson plans, holiday programs, supply lists, snack menus, summer calendars, etc.) for the purpose of providing written documentation and/or conveying information.

Rating

Comments

Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

Rating

Comments

Responds to inquires from a variety of sources for the purpose of resolving issues, providing information and/or direction to other sources.

Rating

Comments

Transfers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the District requirements.

Rating

Comments

Competencies Rating Scale:

- 1 Needs Improvement
- 2 Satisfactory
- 3 Very Good

Competencies:

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

Rating

Comments

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

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Rating Comments

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ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Rating Comments

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Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Rating Comments

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Additional Factors:

Employee observes work hours as established by supervisor and has consistent and predictable attendance.

Rating Comments

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Comments:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Evaluator _____ Date: _____

Signature confirms that this document has been received and reviewed by the employee.