

### Classified Employee Self-Evaluation and Supervisor Evaluation

	<b>Educational Assistant, General</b>	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee  
S=Supervisor

E	S	<b><u>I. Personal Qualities</u></b>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

**Category Evaluation**

	Employee		Supervisor	
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E	S	<b><u>II. General</u></b>
		Prepares for classroom activities
		Works with groups of students
		Assists individual children
		Performs clerical duties
		Guides work set up by teacher
		Sets up AV equipment
		Checks notebooks, corrects papers
		Assists in drill work
		Participates in in-service training

		Responsible for playground/hall duty
		Performs detention/study hall supervision as assigned
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

**Category Evaluation**

	Employee		Supervisor	
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E	S	<b><u>III. Timeliness</u></b>
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Attends meetings as required
		Arrives on time and works scheduled hours.
		Manages time properly.
		Notifies the principal in event of illness

**Category Evaluation**

	Employee		Supervisor	
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1. I feel I have shown development and growth in my position because: (list classes taken, workshops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

**Overall Evaluation**

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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**Evaluator's Recommendation for:**

- Continued Employment
- Plan of Assistance
- Termination

Comments:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have read this appraisal of my performance and discussed it with the evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Statement by employee attached.  Yes  No