

Classified Employee Self-Evaluation and Supervisor Evaluation

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| | Special Education Assistant | |
| 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 | <u>I. Personal Qualities</u> |
|---|---|---|
| | | 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

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|--|----------|--|------------|
| | Employee | | Supervisor |
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| E | S | <u>II. General</u> |
|---|---|---|
| | | Prepares for classroom activities |
| | | Works with groups of students |
| | | Assists individual children |
| | | Performs clerical duties |
| | | Guides work set up by teacher |
| | | Checks notebooks, corrects papers |
| | | Assists in drill work |
| | | Participates in in-service training |
| | | Ability/willingness to be trained for medical needs of students with disabilities |
| | | Communication skills |

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| | | Understanding of philosophy of inclusion & requirements involved with student placement |
| | | Ability/willingness to attend to basic needs of students with disabilities. |
| | | Ability/willingness to be trained to be able to restrain a child |
| | | Performs detention or study hall as assigned |
| | | Responsible for playground/hall duty 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. |

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| E | S | <u>III. Timeliness</u> |
|---|---|--|
| | | 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. |

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| | | Notifies the principal in event of illness |
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Category Evaluation

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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops 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

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| | Employee | | 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