

Orfalea Family Children's Center Teacher Assistant Quarterly Evaluation

One copy of this form is to be completed by the Teacher Assistant as a self evaluation and one copy by the supervising Teacher in conjunction with the Lead Teacher as a performance appraisal. Be sure to include an appropriate example or comment for each rating. Upon completion of the forms an appointment will be set for comparison and discussion of ratings between Teachers and Teacher Assistant. Teacher and Lead Teacher recommendation based on this evaluation serves as the primary basis for rehiring.

Please give a copy of each completed evaluation form to Teacher Assistant and Program Coordinator.

Name: _____ Class: _____ Date: ___/___/___

CLASSROOM RESPONSIBILITIES:

1. Does Teacher Assistant engage with the children in the activities planned by the classroom Teachers? Is she/he available to children to expand their play, when conflicts arise or materials are needed?

example/comments:

2. Are discipline situations handled appropriately and in keeping with our philosophy?

example/comments:

3. Does Teacher Assistant participate in general maintenance of the classroom environment: activity clean up, washing of toys and dishes, sweeping patios etc.?

example/comments:

4. Is Teacher Assistant able to take initiative and work independently? Does she/he respond positively to Teacher comments and feedback?

example/comments:

DEPENDABILITY:

5. Does Teacher Assistant adhere to classroom schedule and arrive on time?

example/comments:

6. Does Teacher Assistant keep absenteeism to a minimum, arrange for a substitute when needed and inform the classroom Teacher and Coordinators of arrangements made?

example/comments:

OVERALL IMPRESSIONS:

7. Does Teacher Assistant enjoy working at the Center? Does she/he maintain friendly interactions with children, parents and other staff members? Does she/he act professionally?

example/comments:
