

MADISON AREA EDUCATIONAL SPECIAL SERVICES UNIT

**Evaluation Form**  
Instructional Assistant

School Year: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Employee: \_\_\_\_\_ Supervising Teacher: \_\_\_\_\_

Administrative Evaluator: \_\_\_\_\_

Evaluation Codes:

- + Outstanding
- T Satisfactory
- B Needs Improvement
- NA Not Applicable

I. General Responsibilities: Teacher

1. Is punctual and regular in attendance \_\_\_\_\_
2. Displays neat personal appearance and dresses appropriately for the task at hand \_\_\_\_\_
3. Effectively follows through on suggestions made by the supervisor \_\_\_\_\_
4. Is a dependable person \_\_\_\_\_
5. Has a pleasant personality and enjoys working with special education students \_\_\_\_\_
6. Makes constructive use of free time without students \_\_\_\_\_

II. Student Interaction:

1. Uses frequent praise and positive reinforcement with pupils \_\_\_\_\_
2. Is able to continue an activity without the direct supervision of the teacher \_\_\_\_\_
3. Deals effectively with unexpected problems in a calm and logical way \_\_\_\_\_
4. Displays patience with the students \_\_\_\_\_
5. Uses sound judgment when confronted with difficult problems \_\_\_\_\_

III Classroom Related Responsibilities:

1. Prepares materials as designated by the teacher \_\_\_\_\_
2. Follows the directions of the teacher \_\_\_\_\_
3. Is able to supervise students at lunch, recess, field trips, etc. \_\_\_\_\_
4. Practices confidentiality regarding student information \_\_\_\_\_
5. Able to discipline/control students in an acceptable manner \_\_\_\_\_
6. Accepts suggestions for improvement in positive manner \_\_\_\_\_
7. Is flexible in his/her job assignments (i.e. able to work in various units/classes with minimal difficulty in adjustment, accepts temporary reassignments, etc.) \_\_\_\_\_
8. Is academically competent in his/her work assignments \_\_\_\_\_

Teacher Comments:

Administrator Comments:

Individual signatures may not necessarily reflect agreement but rather awareness of the content of this evaluation instrument.

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date of Conference