

Evaluation of Pre-K Instructional Aide

Instructional Aides have the following expectations in working with students. The direct supervisor should complete the evaluation with input given from other staff members who have direct knowledge of the performance of the Instructional Aide.

Timeline:

First Year and Transferred Instructional Aides

- First Evaluation at 60 days of employment
- Second evaluation due before April 15th

Send Year Instructional Aides and beyond

- Evaluated once each year before April 15th

Additional evaluations can be completed anytime to document performance.

1. Participates and Engages n children's play

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

2. Facilitates children's problem-solving.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

3. Listens and engages children in conversations at their level.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

4. Implements health and nutrition policies (tooth brushing, medication administration, first aid, toileting, hand washing, food safety, etc).

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

5. Assists with planning and organization of classroom routines.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

6. Preps, cleans, and assists with setting up materials.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

7. Follows supervising teacher's directions.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

8. Takes initiative to implement classroom procedures.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

9. Attends and applies in-service training.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

10. Understands and maintains confidentiality.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

11. Uses time efficiently: arrives on time, few absences.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

12. Exhibits self control in stressful situations.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

13. Communicates effectively with other adults.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

14. Proactive in preventing behavior difficulties in the classroom in a positive manner.

Mark only one oval.

- Unsatisfactory
- Improvement Needed
- Meets Expectations
- Exceeds Expectations

15. Areas of Strength

16. Areas of growth

17. Assigned Level of Supervision

Mark only one oval.

- General Supervision
- Close Supervision
- Intensive Assistance Supervision

Signatures

Signatures indicate review and receipt of, not necessarily agreement with the evaluation. Instructional aides may respond in the document or on a sperate sheet within two weeks of the evaluation.

18. Supervisors Signature and Date

19. Instructional Aides Signature and Date

20. Principal Signature and Date

21. Head Start Director Signature and Date

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