

# Beanstalk

## Performance Appraisal-Instructional Assistant

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Date of last Appraisal: \_\_\_\_\_

Type of Review  Annual  3 Month Role of Reviewer:  Self  Supervisor

### Definition of Performance Ratings

**4-Exceeds standards-** performance is exceptional in all areas and is recognizable as superior to others  
**3- Meets standards-** Competent and dependable level of performance

**2- Improvement needed,** performance is deficient in certain areas  
**1- Unsatisfactory-**Results are generally unacceptable and require immediate improvement

Performance Area	Rating (checkbox)			
Indoor/Outdoor Classroom Environment	1	2	3	4

Follows appropriate cleaning and sanitizing procedures				
Assists teacher with classroom set-up of materials				
Reports environmental hazards/concerns in a timely manner				
Properly cares for materials and equipment				

Supervision of Care and Learning	1	2	3	4
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Assists children with self-care (handwashing, toileting etc.)				
Practices active supervision of children at all times				
Enforces safety expectations and rules				
Responds effectively to child accident/injuries				

Relationships, Interaction & Guidance	1	2	3	4
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Follows appropriate child guidance strategies				
Interacts positively with children throughout the day				
Responds sensitively to children's needs in a timely manner				
Aims to understand and respects children's feelings				
Shows interest and enthusiasm around children's accomplishments				

Curriculum & Activities	1	2	3	4
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Assists with Setting up and carrying out planned activities				
Assists with the preparation of learning materials				
Shares informal observations with teachers to assist with curriculum planning				

Family/Community Engagement	1	2	3	4
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Interacts positively with families				
Shows respect for families' culture, values, and traditions				
Reports families' concerns to Supervisor in a timely manner				
Assists with and participates in family and community engagement activities				

<b>Assessing Children's Learning and Development</b>				
	1	2	3	4
Shares informal observations to assist with assessments				
Collects children's art/work samples to assist with assessments				
<b>Professionalism</b>				
	1	2	3	4
Understands and complies with confidentiality				
Complies with agency's policies and procedures				
Comes prepared to work and manages time effectively				
Interacts respectfully with co-workers and supervisor				
Works cooperatively as part of the team				
Has appropriate attire and grooming				
<b>Attendance</b>				
	1	2	3	
Consistently comes to work according to prescribed schedule				
Observes prescribed break/meal periods				
Clocks in/out as required				
<b>Please provide explanation here for any performance area rated above or below a 3:</b>				

**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_