

11/2010

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
TEACHER AIDE

- 1. Clerical - Duties may include some of the following: taking attendance, filing, keeping routine records, collecting funds, correcting tests, recording grades, making bulletin boards, typing tests, making and assembling teaching materials, operating duplicating machines, or other duties as assigned. 1___ 2___ N/A___
- 2. Instructional - Under the direct supervision of the teacher, works with individuals or small groups, reading to children, listening to students read, or other duties as assigned. 1___ 2___ N/A___
- 3. Student supervision - supervising playground, lunchroom, halls during passing time, assists with the supervision of students during emergency drills, assemblies and field trips, or other duties as assigned. 1___ 2___ N/A___
- 4. Attends workshops/trainings to gain better understanding of programs used in their school. 1___ 2___ N/A___

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Teacher Aide

Signature of Supervisor