



**Special Education Programs  
Instructional Assistant Evaluation**

Eval Period:  2 Months  4 Months  6 Months / Mid-Year / Final Probation

Annual  Biennial

Instructional Assistant: \_\_\_\_\_

Site: \_\_\_\_\_

Evaluating Supervisor: \_\_\_\_\_

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

<b>Rating Codes:</b>	O = Outstanding	B = Below Average	N/A = Not Applicable
	A = Above Average	S = Satisfactory	N/O = Not Observed
	I = Improvement Needed ( <i>Requires Written Comment</i> )		

<b>1.0</b>	<b>INSTRUCTIONAL DUTIES WITH TEACHER'S SUPERVISION</b>	<b>Rating</b>
1.1	Is able to break down short term objectives as stated in the IEP and prepare effective lesson plans.	
1.2	Implements approved lesson plans.	
1.3	Collects data which measures the degree of pupil growth and development.	
1.4	Prepares instructional materials as needed.	
1.5	Uses prescribed techniques of behavior management.	
1.6	Functions effectively as a member of the educational team.	

<b>2.0</b>	<b>CLASSROOM AND RELATED DUTIES</b>	<b>Rating</b>
2.1	Attends to student needs.	
2.2	Maintains necessary classroom records.	
2.3	Performs maintenance duties as requested by teacher.	
2.4	Maintains classroom program when teacher is out of the room.	
2.5	Performs out-of-classroom duties as required. (i.e., lunch duty, recess, supervision, etc.)	

<b>3.0</b>	<b>COMMUNICATION</b>	<b>Rating</b>
3.1	Relates to people in a positive manner.	
3.2	Communicates effectively with students.	
3.3	Communicates effectively with staff.	
3.4	Participates in a regular system of communication with the teacher regarding pupil needs, progress and achievement.	

3.5	Utilizes proper channels to deal with professional problems and concerns.	
<b>4.0</b>	<b>PERSONAL CHARACTERISTICS</b>	<b>Rating</b>
4.1	Is able to physically carry out the duties and responsibilities of the position.	
4.2	Copes effectively with physical and emotional pressure and demonstrates a mature attitude toward them.	
4.3	Is able to express disagreement in a positive and non-destructive manner.	
4.4	After consideration, reaches agreement and acts upon suggestion for improvement.	
4.5	Demonstrates positive behavior in personal and professional relationships.	
4.6	Can function as a member of a group and abide by group decisions.	
4.7	Given basic information, is able to work independently to complete tasks.	
4.8	Follows established policy and procedures of San Joaquin County Schools office	

**5.0 COMMENTS**

**6.0 COMMENTS BY INSTRUCTIONAL ASSISTANT**

**7.0 ATTENDANCE HAS BEEN SATISFACTORY:**     YES     NO

**8.0 PERFORMANCE HAS BEEN SATISFACTORY:**     YES     NO

\_\_\_\_\_  
Program Administrator Signature

\_\_\_\_\_  
Date

*A signature on this evaluation does not necessarily mean that the Instructional Assistant agrees with the opinions expressed, but merely indicates that the instructional assistant has read the evaluation and has been given an opportunity for discussion.*

\_\_\_\_\_  
Instructional Assistant Signature

\_\_\_\_\_  
Date