

Professional Attributes and Contribution Scale
Instructional Assistant

Instructional Assistant : _____ **Date:** _____

Evaluator(s): _____

Evaluation range: 1 (serious concern) 2 (needs improvement)
3(meets expectations) 4(exceeds expectations)

	1	2	3	4
Practicing good communication skills				
Accurate and complete record keeping				
Assessing progress of individual students				
Meeting individual student needs				
Responsibly maintaining custodianship of materials and equipment				
Maintaining safe and orderly classroom				
Maintaining and improving professional knowledge and skills				
Following the letter and spirit of the Governing Board policies and directives from the principal / vice principal				
Cooperating with all staff members				
Setting an example of intellectual curiosity, critical thinking, self-motivation, and self-discipline				
Modeling competence, honesty, personal responsibility and respect for others				
Performing non-classroom student monitoring responsibilities (e.g. car pool, recess, etc.) with good judgment				
Demonstrating positive and consistent teamwork (coordinating efforts, communicating concerns to designated teacher or Vice Principal)				
Demonstrating punctuality in daily attendance				
Attending all required meetings (staff, parent, IEP, in-service, etc.)				
Executing all responsibilities related to an absence from school (advising the administration at earliest opportunity; providing lesson plans, seating charts, schedules, etc.)				

Comments: