

- ☐ 1st Year   ☐ 2nd Year   ☐ 3rd Year  
☐ Employed Longer than 3 Years

## Aberdeen School District 6-1 Educational Assistant Evaluation

- ☐ Recommended for Continued Employment  
☐ Recommended for Continued Employment with Reservations  
☐ Not Recommended for Continued Employment

Employee \_\_\_\_\_ Work Location \_\_\_\_\_ School Year \_\_\_\_\_

KEY:    S – Satisfactory                      ND – Needs Development                      U - Unsatisfactory

**A. WORK HABITS**

1. Performs duties efficiently
2. Utilizes time appropriately
3. Maintains organized and safe work area
4. Insures confidentiality of information
5. Adheres to regulations
6. Produces quality work
7. Produces acceptable quantity of work
8. Completes work on schedule
9. Shows initiative
10. Demonstrates flexibility
11. Adapts and incorporates program and policy changes

S	ND	U

**F. OTHER**

1. Maintains and operates equipment
2. Reports major repair needs
3. Follows appropriate safety guidelines
4. Maintains accurate reports/records
5. Presents appropriate appearance
6. Participates in and takes advantage of educational opportunities
7. Provides emergency assistance when needed

S	ND	U

**NOTE: (ND and U marks must be explained and attached to this evaluation.)**

SUGGESTIONS FOR GROWTH:

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COMMENTS:

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**B. INTERPERSONAL SKILLS**

1. Shows respect for others
2. Shows sensitivity to the needs of others
3. Displays effective listening skills
4. Communicates problems and concerns effectively and courteously

S	ND	U

**C. DEPENDABILITY**

1. Works independently of close supervision
2. Maintains an acceptable attendance record
3. Arrives on time and ready to work

S	ND	U

**D. ATTITUDE**

1. Demonstrates a positive feeling for work
2. Accepts difficult assignments
3. Accepts supervision re: direction, improvement
4. Acts professionally on the job site

S	ND	U

**E. STUDENT MANAGEMENT SKILLS**

1. Reinforces student behavior expectations
2. Maintains dignity and worth of students
3. Offers encouragement when appropriate
4. Demonstrates dedication and loyalty to students and staff
5. Acts as a good role model for children and others

S	ND	U

EMPLOYEE

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my response to this evaluation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

Copy Distribution: \_\_\_\_\_ Employee \_\_\_\_\_ Personnel File \_\_\_\_\_ Evaluator \_\_\_\_\_

**ABERDEEN SCHOOL DISTRICT 6-1**  
**EDUCATIONAL ASSISTANT EVALUATION RUBRIC**

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>A. WORK HABITS</b>			
1. Performs duties efficiently	Completes duties	Completes most duties but has to be asked to do more	Struggles with current duties and is unwilling to do more
2. Utilizes time appropriately	Works independently with minor supervision	Often needs direction and guidance	Never seeks work, has to be told what to do all of the time
3. Maintains organized and safe work area	Area is usually neat, safe, and attractive	Frequent clean-up of area is necessary	Work area is cluttered and/or unsafe
4. Insures confidentiality of information	Always maintains confidentiality	Needs reminders about keeping information confidential	Does not keep information confidential
5. Adheres to regulations	Cooperates in carrying out regulations and directions	Supports only the regulations and directions he/she agrees with	Does not cooperate in carrying out regulations and directions
6. Produces quality work	Conscientious about quality and makes few errors/mistakes	Careless about quality of work	Unconcerned about work quality
7. Produces acceptable quantity of work	Meets/exceeds quantity of work assigned	Needs reminders to complete assigned work	Rarely completes assigned work
8. Completes work on schedule	Finishes tasks in timely manner	Procrastinates; periodically completes work late	Does not complete work assigned
9. Shows initiative	Consistently shows leadership skills	Occasionally shows leadership skills	Avoids leadership
10. Demonstrates flexibility	Willingly adjusts to change in routine	Hesitates to accept change in routine	Resists change in routine
11. Adapts and incorporates program and policy changes	Works cooperatively and willingly accepts policy changes	Questions/challenges change	Refuses change

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>B. INTERPERSONAL SKILLS</b>			
1. Shows respect for others	Is pleasant, cooperative, and tactful	Occasionally lacks patience with others	Is judgmental and critical of others
2. Shows sensitivity to the needs of others	Displays a caring and understanding attitude	Seldom recognizes the needs of others	Frequently insensitive to the needs of others
3. Displays effective listening skills	Openly communicates with students, parents, and co-workers	Refrains from communication and interactions with students, parents, and co-workers	Avoids communication and interaction
4. Communicates problems and concerns effectively and courteously	Shares problems and concerns in a professional manner; offers ideas and suggestions	Complains about problems and concerns to co-workers instead of supervisor	Creates an unpleasant work environment
<b>C. DEPENDABILITY</b>			
1. Works independently of close supervision	Seldom needs guidance in decision-making	Needs guidance to determine necessary information for decision-making	Avoids making decisions
2. Maintains an acceptable attendance record	Rarely absent	Frequently absent from work	Excessive absences create hardships for other employees
3. Arrives on time and ready to work	Is rarely late and in attendance most of the time	Frequently late or absent for work/meetings	May be late, or not show-up at all for work/meetings
<b>D. ATTITUDE</b>			
1. Demonstrates a positive feeling for work	Promotes positive climate in work area	Periodically displays a negative attitude	Critical, humorless, negative, and judgmental
2. Accepts difficult assignments	Willing to accept responsibility	Avoids responsibility	Does not willingly accept responsibility
3. Accepts supervision re: direction, improvement	Willingly accepts direction and suggestions for improvement from supervisor	Occasionally resists direction and suggestions for improvements from supervisor	Generally resists direction and suggestions from supervisor; insubordinate
4. Acts professionally on the job site	Displays professionalism in all situations	Occasionally lacks professionalism	Often lacks professionalism

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>E. STUDENT MANAGEMENT SKILLS</b>			
1. Reinforces student behavior expectations	Consistently supports discipline plan	Enforces discipline plan inconsistently	Ignores need for student discipline
2. Maintains dignity and worth of students	Promotes students' self-esteem at all times	Occasionally encourages students' self-esteem	Rarely encourages development of students' self-esteem
3. Offers encouragement when appropriate	Promotes and recognizes students' successes	Periodically praises students' successes	Rarely acknowledges students' successes
4. Demonstrates dedication and loyalty to students and staff	Regularly supports students and staff	Supports students and staff when convenient	Seldom supports students and staff
5. Acts as a good role model for children and others	Models and inspires others to highest standards	Models standards only when felt appropriate	Models inappropriate behavior for others
<b>F. OTHER</b>			
1. Maintains and operates equipment	Shows responsibility for equipment use and maintenance	Lacks responsibility for equipment use and maintenance	Irresponsible in the use of equipment
2. Reports major repair needs	Keeps supervisor informed of equipment repair needs	Occasionally reports repair needs to supervisor	Does not communicate repair and maintenance needs to supervisor
3. Follows appropriate safety guidelines	Always follows appropriate safety guidelines	Careless about following safety guidelines	Ignores importance of following safety guidelines
4. Maintains accurate reports/records	Records/reports are current and accurate	Careless about record keeping	Does not keep current and accurate records
5. Presents appropriate appearance	Looks professional	Lacks attention to detail in appearance	Constantly displays unacceptable appearance
6. Participates in and takes advantage of educational opportunities	Displays life-long learner attitude	Occasionally attends educational opportunities	Rarely attends educational opportunities
7. Provides emergency assistance when needed	Reacts to emergencies professionally and efficiently	Reaction to emergencies is slow and inconsistent	Does not take responsibility or show initiative in emergencies