

## TEACHING ASSISTANT PROFESSIONAL PERFORMANCE REVIEW

NAME: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 DATE: \_\_\_\_\_ OBSERVATION/EVALUATION LOCATION: \_\_\_\_\_  
 TIME: \_\_\_\_\_ POST CONFERENCE DATE: \_\_\_\_\_

The teaching assistant is expected to assist the teacher by:

| CONTENT KNOWLEDGE & PREPARATION                                                                             |                                                                                                                                                            |                                                                                       |                                                                                                       |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Knowledge of Content                                                                                        |                                                                                                                                                            |                                                                                       |                                                                                                       |
| <input type="checkbox"/> Highly Effective                                                                   | <input type="checkbox"/> Effective                                                                                                                         | <input type="checkbox"/> Developing                                                   | <input type="checkbox"/> Ineffective                                                                  |
| Conveys knowledge that is accurate and current, makes real-life connections with the curriculum             | Conveys knowledge that is accurate and current, corrects errors made by students. Regularly accesses resources available to increase knowledge of content. | Conveys knowledge that is accurate and current.                                       | Conveys knowledge of content that is inaccurate.                                                      |
| Use of Informational Text                                                                                   |                                                                                                                                                            |                                                                                       |                                                                                                       |
| <input type="checkbox"/> Highly Effective                                                                   | <input type="checkbox"/> Effective                                                                                                                         | <input type="checkbox"/> Developing                                                   | <input type="checkbox"/> Ineffective                                                                  |
| Teaching Assistant consistently supports and enhances the teacher's efforts to maximize instructional time. | Teaching Assistant consistently supports the teacher's efforts to maximize instructional time.                                                             | Aware of resources and materials but demonstrates minimal use of different resources. | Teaching Assistant does not effectively support the teacher's efforts to maximize instructional time. |
| Resources for Students/Use of Materials                                                                     |                                                                                                                                                            |                                                                                       |                                                                                                       |
| <input type="checkbox"/> Highly Effective                                                                   | <input type="checkbox"/> Effective                                                                                                                         | <input type="checkbox"/> Developing                                                   | <input type="checkbox"/> Ineffective                                                                  |
| Aware of and uses a wide variety of resources that enrich and enhance learning.                             | Aware of and uses a wide variety of resources and materials to meet students' different learning needs.                                                    | Aware of resources and materials but demonstrates minimal use of different resources. | Not aware of resources or uses materials that are not appropriate.                                    |
| Comments:                                                                                                   |                                                                                                                                                            |                                                                                       |                                                                                                       |

| INSTRUCTIONAL DELIVERY                                                                                                                                                                                                                                       |                  |                                                                                                                                                                                  |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Implements/Supports Instructional Lesson Plans                                                                                                                                                                                                               |                  |                                                                                                                                                                                  |             |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Highly Effective | <input type="checkbox"/>                                                                                                                                                         | Effective   |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Developing       | <input type="checkbox"/>                                                                                                                                                         | Ineffective |
| Teaching Assistant makes the purpose of the lesson or unit clear, implements it effectively and collaborates with the classroom teacher to implement and enhance the instructional plan                                                                      |                  | Teaching Assistant is clear about the purpose for the lesson or unit, implements it effectively and collaborates with the classroom teacher to implement the instructional plan. |             |
| Teaching Assistant has a basic knowledge and understanding of the roles and responsibilities of implementing the instructional plan.                                                                                                                         |                  | Teaching Assistant has limited knowledge and understanding of the roles and responsibilities of implementing the instructional plan.                                             |             |
| Reinforcing Student Expectations                                                                                                                                                                                                                             |                  |                                                                                                                                                                                  |             |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Highly Effective | <input type="checkbox"/>                                                                                                                                                         | Effective   |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Developing       | <input type="checkbox"/>                                                                                                                                                         | Ineffective |
| Teaching Assistant has consistently reinforced high expectations in accordance with students' ability to learn and provides the necessary supports. Includes students in setting the expectations.                                                           |                  | Teaching Assistant has consistently reinforced high expectations in accordance with students' ability to learn and provides the necessary supports.                              |             |
| Teaching Assistant sometimes has reinforced low expectations for students' ability to learn.                                                                                                                                                                 |                  | Teaching Assistant has consistently reinforced low expectations for students' ability to learn.                                                                                  |             |
| Instructional Techniques                                                                                                                                                                                                                                     |                  |                                                                                                                                                                                  |             |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Highly Effective | <input type="checkbox"/>                                                                                                                                                         | Effective   |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Developing       | <input type="checkbox"/>                                                                                                                                                         | Ineffective |
| Teaching Assistant has consistently varied instructional techniques, materials to best meet all students' learning styles and modifies techniques to meet individual student needs. Teaching assistant seeks additional techniques to support student needs. |                  | Teaching Assistant consistently varies instructional techniques to accommodate the variety of student learning styles. Instructional delivery is differentiated for students.    |             |
| Teaching Assistant offers minimal variation in instructional techniques to accommodate the variety of student learning styles.                                                                                                                               |                  | Teaching Assistant does not vary instructional technique to accommodate the variety of student learning styles.                                                                  |             |
| Oral & Written Language                                                                                                                                                                                                                                      |                  |                                                                                                                                                                                  |             |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Highly Effective | <input type="checkbox"/>                                                                                                                                                         | Effective   |
| <input type="checkbox"/>                                                                                                                                                                                                                                     | Developing       | <input type="checkbox"/>                                                                                                                                                         | Ineffective |
| Teaching Assistant's spoken and written language is correct and expressive, with well chosen vocabulary that enriches the lesson.                                                                                                                            |                  | Teaching Assistant's spoken and written language is clear and correct. Vocabulary is appropriate to student's age and interest.                                                  |             |
| Teaching Assistant's spoken language is audible and written language is legible. Both are used correctly. Vocabulary is correct but is not always appropriate to students' ages.                                                                             |                  | Teaching Assistant's spoken language is inaudible or written language is illegible. Spoken or written language may contain grammar and syntax errors.                            |             |
| Comments:                                                                                                                                                                                                                                                    |                  |                                                                                                                                                                                  |             |

## CLASSROOM MANAGEMENT

### Reinforcing Expectations for Student Behavior

|                                                                                                                                                         |                  |                                                                         |           |                                                                    |            |                                                                    |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------|-----------|--------------------------------------------------------------------|------------|--------------------------------------------------------------------|-------------|
| <input type="checkbox"/>                                                                                                                                | Highly Effective | <input type="checkbox"/>                                                | Effective | <input type="checkbox"/>                                           | Developing | <input type="checkbox"/>                                           | Ineffective |
| Teaching Assistant consistently reinforces established classroom rules and collaborates with the classroom teacher to modify the environment as needed. |                  | Teaching Assistant consistently reinforces established classroom rules. |           | Teaching Assistant minimally supports established classroom rules. |            | Teaching Assistant does not reinforce established classroom rules. |             |

### Use of Preventative Strategies

|                                                                                |                  |                                                             |           |                                                                |            |                                                         |             |
|--------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|-----------|----------------------------------------------------------------|------------|---------------------------------------------------------|-------------|
| <input type="checkbox"/>                                                       | Highly Effective | <input type="checkbox"/>                                    | Effective | <input type="checkbox"/>                                       | Developing | <input type="checkbox"/>                                | Ineffective |
| Teaching Assistant consistently utilizes a variety of preventative strategies. |                  | Teaching Assistant frequently uses preventative strategies. |           | Teaching Assistant inconsistently uses preventative strategies |            | Teaching Assistant rarely uses preventative strategies. |             |

### Interactions with Students

|                                                                                                                                                             |                  |                                                                                                                                |           |                                                                                                                                                                         |            |                                                                                                                               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/>                                                                                                                                    | Highly Effective | <input type="checkbox"/>                                                                                                       | Effective | <input type="checkbox"/>                                                                                                                                                | Developing | <input type="checkbox"/>                                                                                                      | Ineffective |
| Teaching Assistant's interactions with students are consistently positive and demonstrate general warmth, caring, and respect. Favoritism is not displayed. |                  | Teaching Assistant's interactions with students are consistently positive and demonstrate general warmth, caring, and respect. |           | Teaching Assistant's interactions with students are generally appropriate, but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. |            | Teaching Assistant's interactions are negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. |             |

### Data Collection

|                                                                                                                                                                                                                                                                                       |                  |                                                                                                                                                      |           |                                                                                                                                                           |            |                                                                                                                                                                |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                              | Highly Effective | <input type="checkbox"/>                                                                                                                             | Effective | <input type="checkbox"/>                                                                                                                                  | Developing | <input type="checkbox"/>                                                                                                                                       | Ineffective |
| Teaching Assistant consistently follows established record keeping systems within the classroom. Student information is consistently recorded accurately. Teaching Assistant consistently collaborates with the classroom teacher to improve record keeping systems in the classroom. |                  | Teaching Assistant consistently follows assigned record keeping tasks within the classroom. Student information is consistently recorded accurately. |           | Teaching Assistant inconsistently follows record keeping system within the classroom. On some occasions there are errors made by the teaching assistants. |            | Teaching Assistant does not follow established record keeping systems within the classroom. Student information is not recorded accurately or recorded at all. |             |

Comments:

| STUDENT DEVELOPMENT                                                                                                                         |                  |                                                                                                      |           |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------|
| Student Needs                                                                                                                               |                  |                                                                                                      |           |                                                                                                      |
| <input type="checkbox"/>                                                                                                                    | Highly Effective | <input type="checkbox"/>                                                                             | Effective | <input type="checkbox"/>                                                                             |
| Teaching Assistant is highly proactive in addressing students' needs.                                                                       |                  | Teaching Assistant effectively addresses students' needs.                                            |           | Teaching Assistant attempts to address students' needs.                                              |
| Teaching Assistant is not alert to student's needs or learning.                                                                             |                  |                                                                                                      |           |                                                                                                      |
| Supporting Student Involvement                                                                                                              |                  |                                                                                                      |           |                                                                                                      |
| <input type="checkbox"/>                                                                                                                    | Highly Effective | <input type="checkbox"/>                                                                             | Effective | <input type="checkbox"/>                                                                             |
| Teaching Assistant supports instruction that actively involves students in a variety of ways.                                               |                  | Teaching Assistant supports instruction that actively involves students.                             |           | Teaching Assistant attempts to support instruction that actively involves students.                  |
| Teaching Assistant does not support student involvement.                                                                                    |                  |                                                                                                      |           |                                                                                                      |
| Fosters Student Independence                                                                                                                |                  |                                                                                                      |           |                                                                                                      |
| <input type="checkbox"/>                                                                                                                    | Highly Effective | <input type="checkbox"/>                                                                             | Effective | <input type="checkbox"/>                                                                             |
| Teaching Assistant knows and implements strategies to promote student independence. Incorporates students' input in how they are supported. |                  | Teaching Assistant knows and implements strategies to promote student independence most of the time. |           | Teaching Assistant knows and implements strategies to promote student independence some of the time. |
| Teaching Assistant is unable to use strategies that promote student independence.                                                           |                  |                                                                                                      |           |                                                                                                      |
| Comments:                                                                                                                                   |                  |                                                                                                      |           |                                                                                                      |

| COLLABORATION                                                                                                                                                                                              |                  |                                                                                                                                                |           |                                                                                                                                                |            |                                                                                                                    |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------|-------------|
| Interactions with Colleagues                                                                                                                                                                               |                  |                                                                                                                                                |           |                                                                                                                                                |            |                                                                                                                    |             |
| <input type="checkbox"/>                                                                                                                                                                                   | Highly Effective | <input type="checkbox"/>                                                                                                                       | Effective | <input type="checkbox"/>                                                                                                                       | Developing | <input type="checkbox"/>                                                                                           | Ineffective |
| Teaching Assistant's interactions with colleagues are characterized by mutual support and cooperation. Teaching Assistant takes initiative in assuming leadership roles among faculty.                     |                  | Teaching Assistant's interactions with colleagues are characterized by mutual support and cooperation to meet the needs of students.           |           | Teaching Assistant maintains basic interactions with colleagues to be able to fulfill required duties.                                         |            | Teaching Assistant's interactions with colleagues are negative and can have a negative effect on students.         |             |
| Participation in School & District Events/Activities                                                                                                                                                       |                  |                                                                                                                                                |           |                                                                                                                                                |            |                                                                                                                    |             |
| <input type="checkbox"/>                                                                                                                                                                                   | Highly Effective | <input type="checkbox"/>                                                                                                                       | Effective | <input type="checkbox"/>                                                                                                                       | Developing | <input type="checkbox"/>                                                                                           | Ineffective |
| Teaching Assistant takes a leadership role in school projects/activities and makes substantial contributions in the development and outcome of major school projects/activities throughout the school day. |                  | Teaching Assistant demonstrates a desire to participate in school projects/activities throughout the school day.                               |           | Teaching Assistant participates in school projects/activities when specifically asked throughout the school day.                               |            | Teaching Assistant avoids participation in school projects/activities throughout the school day.                   |             |
| Integrity & Ethical Conduct                                                                                                                                                                                |                  |                                                                                                                                                |           |                                                                                                                                                |            |                                                                                                                    |             |
| <input type="checkbox"/>                                                                                                                                                                                   | Highly Effective | <input type="checkbox"/>                                                                                                                       | Effective | <input type="checkbox"/>                                                                                                                       | Developing | <input type="checkbox"/>                                                                                           | Ineffective |
| Teaching Assistant takes a leadership role in the maintenance of the highest standards of honesty, integrity and confidentiality.                                                                          |                  | Teaching Assistant displays high standards of honesty, integrity and confidentiality in interactions with colleagues, students and the public. |           | Teaching Assistant is honest in interactions with staff, students, and the public. Teaching Assistant inconsistently respects confidentiality. |            | Teaching Assistant displays dishonesty in interactions with students. Teaching Assistant violates confidentiality. |             |
| Comments:                                                                                                                                                                                                  |                  |                                                                                                                                                |           |                                                                                                                                                |            |                                                                                                                    |             |

| REFLECTIVE & RESPONSIVE PRACTICE                                                                                                                                                       |                  |                                                                                                                           |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------|-------------|
| Professional Growth                                                                                                                                                                    |                  |                                                                                                                           |             |
| <input type="checkbox"/>                                                                                                                                                               | Highly Effective | <input type="checkbox"/>                                                                                                  | Effective   |
| <input type="checkbox"/>                                                                                                                                                               | Developing       | <input type="checkbox"/>                                                                                                  | Ineffective |
| Teaching Assistant initiates and attends professional growth opportunities, applies new learning and shares new learning with colleagues. The Teaching Assistant reflects on practice. |                  | Teaching Assistant consistently attends professional growth opportunities, applies new learning and reflects on practice. |             |
| Teaching Assistant occasionally seeks to grow professionally. Teaching Assistant attempts to apply new learning and reflect on practice.                                               |                  | Teaching Assistant does not seek opportunities to grow professionally.                                                    |             |
| Receptivity to Feedback                                                                                                                                                                |                  |                                                                                                                           |             |
| <input type="checkbox"/>                                                                                                                                                               | Highly Effective | <input type="checkbox"/>                                                                                                  | Effective   |
| <input type="checkbox"/>                                                                                                                                                               | Developing       | <input type="checkbox"/>                                                                                                  | Ineffective |
| Teaching Assistant seeks out feedback from a variety of sources, uses the information to improve instruction and provides information on the effectiveness of the changes.             |                  | Teaching Assistant welcomes feedback from others and uses such feedback to modify instruction.                            |             |
| Teaching Assistant reluctantly accepts feedback on performance.                                                                                                                        |                  | Teaching Assistant resists feedback on performance from either supervisor or more experienced colleagues.                 |             |
| Comments:                                                                                                                                                                              |                  |                                                                                                                           |             |

SUMMARY COMMENTS:

|                                                                                   |  |                                  |  |
|-----------------------------------------------------------------------------------|--|----------------------------------|--|
| <div>_____</div> <div>Supervisor's Signature</div>                                |  | <div>_____</div> <div>Date</div> |  |
| <p>I have read above. My signature does not necessarily constitute agreement.</p> |  |                                  |  |
| <div>_____</div> <div>Teaching Assistant's Signature</div>                        |  | <div>_____</div> <div>Date</div> |  |