

**Redmond High School**  
**Teacher's Assistance Performance Evaluation**

TA: \_\_\_\_\_ Teacher: \_\_\_\_\_

Evaluation Semester:        1        2                      Period \_\_\_\_\_

Date Reviewed with TA \_\_\_\_\_

***Teacher Directions:***

1. Place a check mark in the column for the appropriate rating of each item.
2. Use the space under each description to write comments about the performance level for that item. A rating of "Needs improvement" and "Exceptional" should generate comments.
3. Use "Specific Duty/Responsibility" sections to describe specific routine job duties or special projects assigned to the TA. A minimum of 3 is required.
4. Use the "Summary" section to summarize the evaluation and make comments about performance in general.
5. Review the evaluation with the TA & encourage the student to write their own comments.
6. Teacher & TA signatures are required.

***Ratings:***

Needs Improvement	Inconsistent in demonstration of skill/knowledge; inconsistent in follow through; does not always work independently.
Proficient	Skills/knowledge demonstrated on a consistent basis; needs no prompt to start work; works independently; work is accurate.
Exceptional	Consistently goes above and beyond basic job description/duties; consistently demonstrates higher levels of skills when compared to peers.

TA: \_\_\_\_\_

Teacher: \_\_\_\_\_

	Needs Improvement	Satisfactory	Exceptional
<p><b>COMMUNICATION SKILLS:</b>  <i>Student listens actively &amp; asks questions for clarification; speaks appropriately for the setting/audience clearly stating message; writes legibly and appropriately for the purpose; communicates effectively with other team members to resolve issues and complete tasks and customer orders.</i></p>			
<p><b>CRITICAL THINKING SKILLS:</b>  <i>Student recognizes &amp; defines problems; takes initiative to make decisions &amp; implement solutions; displays original thinking generating new ideas &amp; alternatives.</i></p>			
<p><b>ATTITUDE:</b>  <i>Student demonstrates a consistent positive attitude; supports new ideas; maintains objectivity in stressful/difficult situations and/or when juggling several tasks; demonstrates flexibility.</i></p>			
<p><b>INITIATIVE:</b>  <i>Student demonstrates initiative to complete work &amp; achieve goals; finds other tasks to complete without being given directions; does not wait for prompt to begin work.</i></p>			
<p><b>PROFESSIONAL RESPONSIBILITIES:</b>  <i>Student has regular attendance &amp; is not tardy; works the entire period without reminders; maintains confidentiality; demonstrates understanding of related policies &amp; procedures; completes tasks on time.</i></p>			
<p>Specific Duty/Responsibility #1:</p>			
<p>Specific Duty/Responsibility #2:</p>			

	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Exceptional</i>
Specific Duty/Responsibility #3:			
Specific Duty/Responsibility #4:			
Specific Duty/Responsibility #5:			
<i>Summary:</i>			
<i>Student Comments:</i>			
<i>Teacher Signature:</i>		<i>Date:</i>	
<i>Student Signature:</i>		<i>Date:</i>	