



## Educational Assistant PERFORMANCE APPRAISAL FINAL REPORT

<b>Name:</b>	<b>School:</b>
<b>Administrator:</b>	<b>Appraisal Period:</b>

CORE COMPETENCIES	RATING SCALE	EVIDENCE/COMMENTS
<b>Professionalism and Personal Leadership Resources</b>		
i. Adheres to board policies and procedures as they apply to the role		
ii. Demonstrates responsibility for all actions		
iii. Recognizes own professional learning needs		
iv. Participates in professional learning opportunities to upgrade skills and meet job demands		
v. Demonstrates resilience by adapting and refining practice through continuous learning and reflection, using a variety of sources and resources		
vi. Carries out assigned duties effectively in a variety of situations assisting students with medical, physical, safety and supervision needs		
vii. Is reliable and punctual		
<b>Communication</b>		
i. Demonstrates effective oral and written communication skills		
ii. Communicates effectively as a part of the school team		
iii. Maintains strict confidentiality of all board information		
iv. Is tactful, articulate and approachable		
v. Maintains accurate, clear and concise records and regularly shares informal and specific observations with relevant school personnel		
<b>Collaboration and Building Relationships</b>		
i. Develops positive working relationships and effective communication and works cooperatively with others including other staff		
ii. Interactions demonstrate genuine caring and respect		
iii. Understands the importance of creating and maintaining positive relationships to support children's well-being		
<b>Problem Solving</b>		
i. Deals with issues effectively and in a timely manner involving supervisor when appropriate		
ii. Recognizes conflict and diffuses situations using effective conflict resolution skills		
iii. Responds professionally and objectively		
iv. Demonstrates effective decision-making and problem-solving skills		





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### RATING SCALE

**Meets Expectations (M)**

**Does Not Meet Expectations (DNM)**

**Development Needed (DN)**

**Not Applicable (N/A)**

Employee completes job assignments as expected.

Employee is not meeting expected performance standards and needs to make significant improvement in job performance.

Employee needs to make some specific improvements in job performance

If a particular factor is not applicable to the employee being evaluated, a notation of N/A may be inserted.

Supervisor Comments	Educational Assistant Comments

\_\_\_\_\_  
Supervisor's Name

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Educational Assistant's Name

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

\_\_\_\_\_  
Educational Assistant's Signature

Distribution: Copy – Educational Assistant

Copy - Supervisor

Original – Executive Officer - Human Resources Services for personnel file