

Teacher Aide \_\_\_\_\_

Date of Conference \_\_\_\_\_

### Teacher Aide Evaluation

	Expectation	BE	ME
1	Honors Work Day 8:15am-3:45pm		
2	Supervises students appropriately in classrooms, hallways, cafeteria, bussing, and large group events		
3	Consistently checks with the teacher to see what needs to be done.		
4	Works with teacher to assist student in reaching their goals		
5	Escorts students to bussing, lunch, and other activities		
6	Visible at all times and assist students to ensure that the mini-lesson is clear to them, as well as the next steps for small group work		
7	Assists with lesson; by circulating around the room to redirect students		
8	Assists students in maintaining focus on the teacher.		
9	Assists with set up of the materials for small group instruction.		
10	Reminds students to get started with their assignments by sitting individually with students, making sure that students have necessary materials		
11	Supports students by reinforcing classroom routines and clear expectations		
12	Complies with Policies and Procedures		
13			

BE- Below Expectations: ME- Meets Expectations

Total Absence: Days/Occurrences \_\_\_\_\_ **AS OF MAY 21, 2021** No Benefit Day (NBD) \_\_\_\_\_

Remaining Personal \_\_\_\_\_ Sick \_\_\_\_\_

Administrative Signature \_\_\_\_\_

Staff Member Signature \_\_\_\_\_

(Teacher Aide's signature signifies receipt of document)

Comments: (Highlights, challenges, goals)

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