

**IROQUOIS SPECIAL EDUCATION ASSOCIATION  
INSTRUCTIONAL ASSISTANT EVALUATION FORM**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**RATING SCALE:**    **“E” Excellent**    **“P” Proficient**    **“NI” Needs Improvement**  
                           **“U” Unsatisfactory**       **“NA” Not Applicable/Not Observed**

Directions: Check the box that best describes the performance of the instructional assistant. Please provide comments when necessary. Instructional assistant is to complete the form in black, while the classroom teacher will use red.

Category	E	P	NI	U	NA	Comments
<b>I. Contribution to total school program</b>						
a. Cooperates and collaborates with administration						
b. Cooperates with professional/ Nonprofessional staff						
c. Willing to assume and initiate Additional responsibilities						
d. Reports on time with minimal Absences						
e. Respects confidentiality of Information						
f. Effective communication skills with adults						
<b>II. Instructional</b>						
a. Preparation of materials						
b. Supervision of students						
c. Recognizes and accepts individual differences in students						
d. Promotes an environment of warmth, trust, and fairness						
e. Effective communication with students						
f. Effective discipline and behavior management skills						
g. Accurate record keeping and report completion						

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**III. Performance**

**A. Quality and quantity of work**

**E   P   NI   U   NA**

1. Accuracy and completion					
2. Thoroughness					
3. Reliability					

**B. Work habits and attitudes**

1. Organizational Skills					
2. Instructive skills					
3. Resourcefulness					

**C. Relationships with others**

1. Cooperation and collaboration					
2. Courtesy					
3. Discretion					
4. Loyalty					
5. Patience					
6. Tactfulness					

**IV. Strengths and Weaknesses**

**A. Identify the major strengths**

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**B. Identify areas for improvement**

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C. Identify personal development goals related to the position

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\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date