

DALHART ISD PERFORMANCE APPRAISAL
INSTRUCTIONAL AIDE

Name _____ Assignment _____

Date _____ Supervisor _____ Campus _____

Rating Scale:

P	Proficient	Employee's performance consistently meets district expectations.
I	Improvement Needed	Employee's performance does not meet district expectations.
N/A	Not Applicable	Performance is not expected

Directions: Use the above descriptors to rate each indicator.

General Skills

1. Works cooperatively with others.
2. Participates in meetings, training, and special events.
3. Follows oral and written instructions from supervisor.
4. Follows district policies and procedures.
5. Provides safety and security for self and others.
6. Completes assignments on time and accurately.
7. Follows attendance and punctuality rules.
8. Demonstrates appropriate job knowledge.
9. Maintains neat and orderly work area.
10. Uses, maintains, and stores work material properly.
11. Identifies and responds to problems effectively.
12. Communicates effectively.

Comments:

Specialized Skills

13. Assists in the preparation and use of instructional materials.	
14. Uses appropriate teaching materials.	
15. Maintains confidentiality of information.	
16. Manages student behavior.	
	Performance goals:
	General comments:
	Employee comments:

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date _____
Supervisor signature Date

An employee may submit a written response or rebuttal within 10 working days of receiving this evaluation.