

**DILLEY INDEPENDENT SCHOOL DISTRICT
ANNUAL PERFORMANCE APPRAISAL FOR INSTRUCTIONAL AIDES**

INSTRUCTIONAL AIDE: _____ **ASSIGNMENT:** _____

SUPERVISOR: _____ **DATE:** _____

	Needs Improvement	Satisfactory
I. Duties: Directly related to working with children-		
* Works effectively with students, secure desirable results.	()	()
* Likes children, demonstrates patience and kindness.	()	()
* Enhances climate in classroom and on campus.	()	()
* Supervises and assists with seatwork.	()	()
* Works with a child in need of special attention (1 to 1 relationship).	()	()
* Drills in reading or math (small groups or individual).	()	()
* Supervises group engaged in art work and experiments.	()	()
II. Duties: Related to assistance in working with teachers -		
* Plans with teacher.	()	()
* Works well with teacher and shares ideas and is open to suggestions.	()	()
* Confers with teacher about specific children needs.	()	()
* Operates audio-visual equipment.	()	()
* Prepares instructional materials(dittos,etc.) accurately and efficiently.()	()	()
* Prepares bulletin board materials in an attractive manner.	()	()
* Helps create concrete learning centers under the teacher's direction.	()	()
* Helps with classroom tasks, ie. arranging displays and keeping room tidy.	()	()
* Helps keep and maintain folder of representative work for each pupil.()	()	()
* Helps in inventorying textbooks, materials, and equipment.	()	()
* Performs such duties commensurate with their education, training, and ability that may be assigned by the teacher or supervisor.	()	()
III. Personal Characteristics-		
* Is a willing worker, little guidance required.	()	()
* Participates in job-related growth opportunities.	()	()
* Accepts willingly a fair share of extra duties; volunteers assistance.	()	()
* Cooperative	()	()
* Completes tasks quickly and efficiently; needs no follow-up.	()	()
* Is prompt in arriving at school, classes, and observes all other time schedules set by the teacher or supervisor.	()	()
* Has good taste. Always neat and well groomed.	()	()
* Exhibits confidentiality concerning school-related matters.	()	()
* Supports district and campus goals.	()	()

Instructional Aide's Comments: _____

Evaluator's Comments: _____

Weaknesses: _____

Instructional Aide's Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____