

Meadow Lake Office
606 - 5th Avenue West
Meadow Lake, SK S9X 1A9
Phone: (306) 236-5506
Fax: (306) 236-3922
E-mail: carolyn.forsey@nwsd.ca



EDUCATIONAL ASSISTANTS

EVALUATION / SUPERVISION OF JOB PERFORMANCE

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Educational Assistant – Evaluation / Supervision of Job Performance

NAME: _____ **SCHOOL:** _____ **DATE:** _____

Employee Copy	<input type="checkbox"/>
School File Copy	<input type="checkbox"/>
Division Office Copy	<input type="checkbox"/>

	Always	Often	Sometimes	Never	Not Acceptable	COMMENTS
A. TECHNICAL SERVICES						
1. Accepts responsibility						
2. Shows initiative						
3. Organizes his/her work						
4. Completes tasks on time						
5. Completes tasks to the necessary standard of quality						
6. Makes effort to learn new techniques/theories						
7. Receives instructions well						
8. Accepts additional related duties as assigned						
9. Seeks out other duties when time available						
10. Carry out tutoring activities						
11. Carry out instructional programs designed by the teacher						
12. Maintain records relative to specific programs						
13. Participates as a member of the Special Ed. Team						

B. DUTIES & RESPONSIBILITIES						
1. Knowledge of needs of assigned student(s)						
2. Assist the Teacher in observing, recording, checking behavior and growth.						
3. Knowledge & use of equipment						
4. Assistance with instructional program						
5. Supervision of students						
6. Assisting other students						
7. Assist the Teacher with crisis problems & behavior management						
8. Ability to maintain strict confidentiality in school division operations						
9. Provides supervision in community settings.						
10. Is able to reinforce personal and social skills.						
11. Assists with-personal hygiene, dressing, feeding when required.						
12. Participates in Parent-Teacher conferences when appropriate.						
13. Ability to do heavy lifting						
C. INTERPERSONAL RELATIONS						
1. Helpful / caring to student(s) responsible for						
2. Works well with other staff						
3. Considerate of student needs						

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4. Appropriate dress & grooming						
5. Ability to work as a team player						
6. Excellent written and oral communication skills						
7. Excellent interpersonal skills						
8. Ability to deal with a broad range of members of the public						
D. CHARACTER TRAITS: demonstrates						
1. Enthusiasm						
2. Confidentiality						
3. Punctuality						
4. Cooperativeness						
5. Displays a positive attitude						
E. CRITERIA SPECIFIC TO POSITION						

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Additional Comments:

(Additional Comments Attached - yes no)

Comments of Employee:

(Additional Comments Attached - yes no)

The signature of the employee indicates that the Employee has read and discussed this report with the Supervisor.

Employee's Signature

Supervisor's Signature

Principal's Signature