

**Meadow Lake Office**  
525 - 5th Street West  
Meadow Lake, SK S9X 1B4  
Phone: (306) 236-5614  
Fax: (306) 236-3922  
E-mail: jennifer.williamson@nwsd.ca

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# EDUCATIONAL ASSISTANTS

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# 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 |
|--|--------|-------|-----------|-------|----------------|----------|
| <b>A. TECHNICAL SERVICES</b>                                 |        |       |           |       |                |          |
| 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>B. DUTIES &amp; RESPONSIBILITIES</b>                                      |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| 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  |  |  |  |  |  |  |
| <b>C. INTERPERSONAL RELATIONS</b>  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| <b>D. CHARACTER TRAITS: demonstrates</b>                       |  |  |  |  |  |  |
| 1. Enthusiasm  |  |  |  |  |  |  |
| 2. Confidentiality   |  |  |  |  |  |  |
| 3. Punctuality   |  |  |  |  |  |  |
| 4. Cooperativeness   |  |  |  |  |  |  |
| 5. Displays a positive attitude                                |  |  |  |  |  |  |
| <b>E. CRITERIA SPECIFIC TO POSITION</b>                        |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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Additional Comments:

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(Additional Comments Attached -  yes  no)

Comments of Employee:

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(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