LANSING SCHOOL DISTRICT
LANSING EDUCATION ASSOCIATION (LEA)
ASSISTANT EVALUATION

The assistant evaluation process consists of two steps:

Step One

NO LATER THAN JANUARY

Conference between the employee and his/her supervisor(s) to:

1. Discuss work performance expectations and any changes that will occur during the year related to the employee's duties;
2. Review the areas that may need attention; and
3. Provide the employee with a copy of the evaluation for self-evaluation (to be used in spring conference).

Step Two

NO EARLIER THAN APRIL

A conference between the assistant and administrator/evaluator to:

1. Discuss the "Assistant Performance Review" which was completed by the evaluator prior to the conference; and
2. Discuss the completion of the "Overall Assessment." If any area in the Performance Review is marked "Needs Improvement" or "Unsatisfactory", an improvement plan must be developed and implemented to address the specific deficiencies.

LANSING SCHOOL DISTRICT
LANSING EDUCATIONAL ASSISTANTS (LEA)
ASSISTANT EVALUATION FORM

Employee Name:	Job Title:
Principal/Supervisor Name:	School:
Evaluator Name:	Date:

ASSISTANT PERFORMANCE REVIEW:

(4) Indicates an exceptional level of job performance.
(3) Performance is beyond normal requirements and expected competence.
(2) Fulfills the normal job requirements with some strong points.
(1) Performance is below job requirements, but improvement is anticipated.
(0) Job performance level shows limitations that must be improved substantially to be acceptable.

Customer Service: Points:_____

Maintains professional and courteous demeanor and positive attitude	**4 3 2 1 0** Notes:
Maintains confidentiality of school and student records	**4 3 2 1 0** Notes:
Provides consistent, quality customer service to internal and external individuals	**4 3 2 1 0** Notes:

Cooperation and Dependability: Points: _____

Accepts job assignments willingly	**4 3 2 1 0** Notes:
Works well with all staff in the school and District	**4 3 2 1 0** Notes:
Accepts and implements constructive criticism	**4 3 2 1 0** Notes:
Maintains a positive working relationship with the classroom teacher, administrator and other school staff	**4 3 2 1 0** Notes:
Follows the teacher's plan for instruction	**4 3 2 1 0** Notes:
Knowledge of subject matter and responsibilities	**4 3 2 1 0** Notes:
Maintains positive relationship with parents	**4 3 2 1 0** Notes:
Attendance is regular and punctual	**4 3 2 1 0**

	Notes:
Participates in school, classroom or departmental meetings as requested	**4 3 2 1 0**
	Notes:
Completes assigned tasks by deadline	**4 3 2 1 0**
	Notes:

Attitude, Classroom Behavior and Work Habits: Points:_____

Shares ideas with the Lead Teacher for the betterment of education to students	**4 3 2 1 0**
	Notes:
Supports the classroom teacher in creating an organized positive learning environment	**4 3 2 1 0**
	Notes:
Student relationships demonstrate consistency, honesty, fairness and respect	**4 3 2 1 0**
	Notes:
Develops and maintains positive rapport with students	**4 3 2 1 0**
	Notes:
Demonstrates the ability to look at classroom events within a proper prospective	**4 3 2 1 0**
	Notes:
Follows established employment policies and procedures, along with classroom rules set by the Lead Teacher	**4 3 2 1 0**
	Notes:
Takes advantage of designated school/District sponsored in-services or educational activities	**4 3 2 1 0**
	Notes:

OVERALL ASSESSMENT:

Please discuss the following areas and include specific examples as needed:

Areas of Strengths:

_____
_____
_____
_____
_____
_____
_____

Opportunities for Growth:

_____
_____
_____
_____
_____

_____
_____

Improvement plan needed (Circle one)? Y or N If yes, the improvement plan is to consist of specific steps to be taken by the assistant, along with a timetable. The Administrator is required to provide the Assistant with written feedback on their progress during the duration of the Improvement Plan.

_____
_____
_____
_____
_____
_____
_____

Reason for evaluation (circle one):

New employee	Annual Evaluation	Mid-Year Evaluation	Issuance of an Improvement Plan

Total Points Awarded: _____

Final Evaluation Rating (circle one):
4.0-3.8: Outstanding (80-76 points)
3.7-2.8: Above Average (75-56 points)
2.7-1.8: Satisfactory (55-36 points)
1.7-0.8: Needs Improvement (35-16 points)
0.7 or below: Unsatisfactory (15 or less points)

Recommended to return for next school year? Y or N

_____ _____
Administrator or Supervisor Signature Date

_____ _____
Employee Signature Date

Note: An employee may submit additional comments to this evaluation. Statements will be attached to the evaluation and placed in the employee's personnel file. The employee has 24 hours to submit their additional comments. The employee is to receive a copy of any completed evaluation forms within five (5) business days from date of evaluation. The original is to be submitted to the Human Resources Office. Signing of this form by the employee simply means that the employee has received a copy of the evaluation; not that the employee is in agreement with the final evaluation rating.