

Lakeshore School Division Educational Assistant Performance Evaluation

Evaluation Procedure

1. Principals will review the performance evaluation format with all educational assistants each September or at start of employment throughout the school year.
2. Each September, upon start of employment or reassignment to a new school, the supervising teacher(s) will review duties and responsibilities with the educational assistant.
3. Informal evaluation processes such as discussions, observations, and visitations will occur on an ongoing basis by the classroom teacher, supervising teacher and principal along with the EA.
4. The formal evaluation will focus on the “performance categories” for each of the behaviors outlined in the evaluation report. The described behaviors are not all encompassing; therefore, in order to achieve all of the objectives of evaluation, summative comments will form part of the evaluation.
5. Principals are responsible for signing and communicating evaluations. Collection of written and verbal feedback from supervising teacher(s) is required.
6. Performance evaluation forms and timelines vary according to length of employment.

(See Chart Below)

Form A	Due dates & Timelines
<ul style="list-style-type: none"> • Probationary Educational Assistants (first 6 months of employment) 	<ul style="list-style-type: none"> ○ Two weeks prior to middle of the probationary period (three months). ○ <i>Should support be identified through the first evaluation, a second evaluation will be completed two weeks prior to end of the six month probationary period.</i>
<ul style="list-style-type: none"> • Permanent Educational Assistants in the first four years of employment. 	<ul style="list-style-type: none"> ○ March 31 for first four (4) years of employment.
<ul style="list-style-type: none"> • Permanent Educational Assistants with more than four years employment with Lakeshore School Division 	<ul style="list-style-type: none"> ○ March 31, every third (3rd) year.
<ul style="list-style-type: none"> • Permanent Educational Assistants new to a school, i.e., transferred with more than four years’ experience. 	<ul style="list-style-type: none"> ○ March 31, and every third (3rd) year thereafter
<ul style="list-style-type: none"> • Permanent Educational Assistants in a term position with more than four years’ experience 	<ul style="list-style-type: none"> ○ March 31 for every year in a term position. ○ <i>Should the term be shorter than one year, the evaluation deadline will be adjusted to fit within the term of employment.</i>
<ul style="list-style-type: none"> • Educational Assistants identified by Principals with performance concerns 	<ul style="list-style-type: none"> ○ March 31, and every year that concern exists, outlining an improvement plan.

** Permanent refers to Regular Employee as per collective agreement.

7. Completed performance evaluation forms will be shared with, and copied to, the educational assistant. Originals will be forwarded to the Student Services Administrator for placement in personnel files.
8. Educational assistants who disagree with a performance evaluation must first request reconsideration of the principal. An educational assistant who still disagrees with an evaluation may appeal in writing to the Student Services Administrator within seven (7) days of receipt of the performance evaluation.
9. All information pertaining to the evaluation is confidential.

Lakeshore School Division Educational Assistant Performance Evaluation

Check appropriate category

Due: Two weeks prior to middle of six month probationary period

Probationary EA

Due: March 31

Permanent EA (in Term position)

Permanent EA with performance concerns

Permanent EA (transferred/new to school)

Permanent EA (first 4 years of employment)

Permanent EA (more than 4 years of employment)

Name: _____ School: _____

Evaluator: _____

Date of Evaluation: _____

Rating Scale: 4 Exceeds expectations
 3 Meets expectations competently and independently
 2 Meets expectations with some assistance and direction
 1 Has difficulty meeting expectations, action plan required
 NA Not applicable. This area is not an expectation for this employee at this time

1. General Work Attributes	NA	1	2	3	4
Dependability: displays regular and punctual attendance					
Enthusiasm: displays interest in student(s) and task					
Judgment: displays tact and diplomacy with students/parents					
Adaptability: deals effectively with developing situations and changes					
Flexibility: deals effectively with fluctuating/changing schedules and responsibilities					
Confidentiality: maintains confidentiality in all interactions					
Responsibility: works independently or interdependently as needed					
Reliability: accepts and follows through with direction					
Commitment: demonstrates interest and pride in work as an EA					

Comments:

2. Interpersonal Skills	NA	1	2	3	4
Participates appropriately as part of a school team					
Responds appropriately to teacher direction					
Interacts appropriately with all students					
Displays courtesy to all					
Comments:					
3. Responsiveness to Students	NA	1	2	3	4
Develops purposeful and appropriate relationships with students					
Adjusts instruction to student needs					
Engages students in learning activities					
Responds appropriately to emotional state of students					
Facilitates the inclusion of all students in activities					
Comments:					
4. Instructional Skills	NA	1	2	3	4
Organizes work and materials effectively					
Maintains required records					
Supervises students in an appropriate manner					
Knowledgeable about information/communication technologies					
Implements educational, behavioral and health care programs as requested					
Competent with curricular area materials as per assignment					
Manages student behaviors in an appropriate manner					
Comments:					

5. Communication Skills	NA	1	2	3	4
Manages expressive / oral language effectively					
Manages written language effectively					
Follows appropriate lines of communication					
Comments:					

Additional Comments and Observations:

(Volunteering, Professional Development participation, Interests, Courses)

****Specific Performance Concerns:**

Intervention plan for improvement (describe specific training/instruction, supervisor and timelines).

Summative comments:

Principal's signature

Date

Educational Assistant Signature

Date

Student Services Administrator

Date

cc. Educational Assistant

Appeals must be submitted in writing with seven (7) days of receipt of this evaluation.

Original copies of this report are sent to the Student Services Administrator for placement in personnel files.

**If specific performance concerns are noted, an intervention plan is required. The principal shall inform the Student Services Administrator of the plan created. Once all specific performance concerns are deemed satisfactory, a second evaluation shall be completed and submitted for the employee's file indicating the concerns have been addressed.

- Evaluation placed in employee's file at Division Office
- Signature page returned to Educational Assistant

Name

Date