

LETHBRIDGE SCHOOL DIVISION

402.11.2.6 Educational Assistant Evaluation Form

# Section One Introduction

Name

Location

Start Date for Current Position

Evaluator (Principal/Vice Principal)

Date

*Reason for evaluation:*

Evaluation process for employee on a casual or temporary contract as per Division policy (indicate period below)

6 Month Evaluation  10 Month Evaluation

Employee may not be meeting position standards

Employee request

Employee has not developed and implemented a Growth Plan

# Section Two Support Staff Quality Standards

**In accordance with the expectations of the Educational Assistant position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**Please provide a brief description of the employee’s assignment:**

**KEY RESPONSIBILITIES AND POSITION REQUIREMENTS**

Under the direct supervision of a teacher or other professional staff, Educational Assistants work with individual students or small groups of students to provide targeted or individualized supports.

1. **SUPERVISION AND SAFETY OF STUDENTS**

M N/M

Ensures all students safety at all times

Supports student self regulation, demonstrating ability to co-regulate

Supervises and engages with students in a variety of settings and locations in the school and school community (classrooms, hallways, playground, pool, ice rinks etc.)

Creates an environment conducive to learning and appropriate for the maturity level and interests of students

Applies predetermined strategies, such as the behaviour support plan, crisis management plan, ISP or other documents related to the student’s support to address behaviour issues

Monitors and records behaviours and student progress

Reinforces and praises appropriate student behaviours

Encourages and supports students in the completion of learning activities

Encourages students with adherence to class and school expectations

COMMENTS:

|  |
| --- |
|  |

1. **SKILL DEVELOPMENT**

M N/M N/A

Assists students in the development of social skills

Encourage students in the development of self regulation, problem-solving skills, self-confidence, independence and self-reliance

Assists student(s) with speech and language development and support use of alternative communication methods (signing, Braille, computer-facilitated choice boards, PODD books, etc)

COMMENTS:

|  |
| --- |
|  |

1. **PERSONAL/PHYSICAL CARE**

*\*Duties below are completed with proper training and the use of personal protective equipment (PPE) when necessary*

M N/M N/A

Assists students with personal care needs (tube feeding, toileting, mobility, personal hygiene, etc)

Assists students with snacks, meals and feeding requirements

Supports students’ medical needs

Where appropriate, monitor students for medical signs of distress and take appropriate action when necessary

M N/M N/A

Assists students in the use of special equipment

Performs lift and transfer activities to assist in transporting, toileting and dressing

Engages with students through a variety of techniques, such as stooping, kneeling, crouching, crawling, reaching, handling etc.

Assists with physiotherapy/occupational therapy exercises

COMMENTS:

|  |
| --- |
|  |

1. **PROFESSIONAL RESPONSIBILITIES**

M N/M

Participates in consultative team meetings as required

Works collaboratively with the teacher in supporting students, and communicate daily progress to the teacher who reports to the parents

Works collaboratively with other professionals who support student programming

Attends professional learning opportunities

Support the preparation of student materials that enhance programming e.g., WISE plans, visual schedules

Is familiar with student support plans ensuring recommended strategies are implemented and is providing feedback on effectiveness of the strategies to the classroom teacher

Engages and interacts with students and colleagues in a positive and professional manner

Maintains the confidentiality of information to include: student, staff personal and other information identified by the Division

Provides a welcoming, safe, and caring environment

Complies with all applicable Division policies, guidelines and practices, and legislative and regulatory requirements

Exhibits behaviours of a team player through engagement and willingness to help others

Demonstrates flexibility to support student and school needs

Resolves conflict effectively with adults (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241)), [Roles and Responsibilities of Educational Assistants](https://adw.lethsd.ab.ca/new/servlet/Broker?from=dashboardDocs&env=ess&file=Forms/2019-11+Teachers+and+EAs+Roles+and+Responsibilities.pdf&RW_URL_FROM_VALUE=DB_HYPERLINK&JSTIMESTAMP=13_15_31_124).)

Demonstrates self-direction, takes initiative, and requires minimum supervision

Maintains professional appearance and personal hygiene

Promotes an atmosphere of mutual respect and appreciation for individual

differences, all staff, students, families, and community members,

regardless of race, culture, gender, faith, nation, or spoken language,

within the school division.

Promotes a welcoming, caring, respectful, and safe work environment

COMMENTS:

|  |
| --- |
|  |

**5. COMMUNICATION**

M N/M

Communicates clearly both in written and oral format

Communicates with the teacher(s) on a regular basis (uses a meaningful method of communication for both parties, verbal, written, etc.)

Maintains confidentiality related to Division students and staff

Demonstrates public relations skills and the ability to promote and maintain effective working relationships with the public, student(s), school staff, and administration

COMMENTS:

|  |
| --- |
|  |

# **6. TIME MANAGEMENT**

Attendance report attached and reviewed by evaluator(s)

M N/M

Attends regularly, with no incidental (1-2 per month) absences or patterns of absences as demonstrated by the reviewed attendance report attached

Is on time, ready to work with students at the assigned times

Sets priorities in collaboration with teacher(s) and administration

Uses time effectively

Follows assigned schedule with no incidents of arriving late, extending of breaks or leaving early

COMMENTS:

|  |
| --- |
|  |

# **7. DECISION**

All areas are meeting position quality standards

There are areas that are not meeting standards and/or;

An improvement plan or remediation plan is implemented,

An additional evaluation will be provided if training is required

COMMENTS:

|  |
| --- |
|  |

**8. EVALUATOR’S COMMENTS**

COMMENTS:

|  |
| --- |
|  |

# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

|  |
| --- |
|  |

***As Principal, I have read and approve this evaluation.***

|  |
| --- |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature Date

After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

|  |
| --- |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Principal (if applicable) Date

|  |
| --- |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

|  |
| --- |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources Date

* Original copy goes to Human Resources for employee’s file
* Copy to Employee
* Copy to Principal/Designate or Supervisor