



**LANGLEY
CHRISTIAN
SCHOOL**

**EDUCATIONAL ASSISTANTS ANNUAL EVALUATION
FORM HR100.008.A**

Date:	
Employee Name:	
Reviewer Name:	

EXCEEDS EXPECTATIONS <i>In addition to meeting the requirements for Proficient...</i>	PROFICIENT <i>Proficient is the expected level of performance.</i>	NEEDS IMPROVEMENT <i>Below meeting the expected level of performance.</i>
The employee consistently and considerably surpasses the expectations of the essential job duties or performance characteristic that is in a manner consistent with the school's mission and goals.	The employee meets the expectations of the essential job duty or performance characteristic in a manner that is consistent with the school's mission and goals.	The employee consistently performs below expectations of the essential job duty or performance characteristic in a manner that is inconsistent with the school's mission and goals.

JOB DUTIES	Employee Self-Assessment			Reviewer Assessment		
	Exceeds Expectations	Proficient	Needs Improvement	Exceeds Expectations	Proficient	Needs Improvement
KNOWLEDGE AND UNDERSTANDING						
Demonstrates solid understanding of the content and its relationships and connections with basic skill areas.						
Demonstrates knowledge of students' background, skills and interests, and uses this knowledge to work with students.						

<p>EA's understanding and ability to implement student (IEP) goals represent valuable learning and are suitable for most students in the class.</p>						
<p>EA displays awareness of resources available for classroom use through the school and some familiarity with resources external to the school and on the Internet.</p>						
<p>EA can successfully collaborate with educational team on meeting the student needs in adapting or modifying lesson plans.</p>						
<p>EA is aware of students special learning and/or medical needs.</p>						
<p>THE CLASSROOM ENVIRONMENT</p>						
<p>EA-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the age and cultures of the students. Students exhibit respect for the staff.</p>						
<p>EA demonstrates positive, respectful and trusting relationships with staff, parents and other personnel within the school and community.</p>						
<p>EA assists teacher(s) in management of learning activities independently and productively.</p>						
<p>Transitions occur smoothly with little loss of instructional time. Routines for handling materials and supplies occur smoothly, with little loss of instructional time.</p>						

Consistently identifies factors that affect the safety and learning environment; report conditions which may potentially be unsafe; examines and implements ways to improve the learning environment with minimal direction.						
EA is alert to student behaviour at all times. EA response to misbehaviour is appropriate and successful and respects the student’s dignity, or student behaviour is generally appropriate.						
EA identifies prevention opportunities and antecedents to behaviour while employing effective use of interventions most of the time.						
INSTRUCTION						
EA’s direction and procedures are clear to students.						
EA’s explanation of content is appropriate to the level and ability of the student and connects with students’ knowledge and experience.						
EA’s spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to the students’ ages and interests.						
EA knows and implements strategies to promote student independence most of the time.						
EA is alert to student behaviour at all times. EA response to misbehaviour is appropriate and successful and respects the students dignity, or student behaviour is generally appropriate.						

EA identifies prevention opportunities and antecedents to behaviour while employing effective use of interventions most of the time.						
PROFESSIONAL RESPONSIBILITIES						
EA maintains confidentiality and discretion and speaks respectfully about students, staff, parents and others at all times.						
Contributes positively to the school community by being professional in all aspects of their work.						
Completes data collection and other required documentation in a timely manner.						
Demonstrates the ability to adapt their work to the variety of changing needs throughout the day and uses a variety of strategies and resources.						
PROFESSIONAL DEVELOPMENT						
EA demonstrates a keen desire to grow and learn independently and collaboratively and implements new learning into practice.						
EA has used course content from "Surviving to Thriving" and implemented various strategies in the school setting with students, has been self-reflective and incorporated theory into practice.						
EA has worked collaboratively with the LSS team to create a goal and action plan, then followed through on the steps to successfully achieve his/her growth plan.						

Goals/Notes: