



**INSTRUCTIONAL ASSISTANT (IA)
SELF ASSESSMENT
(Optional)**

Employee's Name _____ **Employee ID No.** _____

School/Department _____ **Evaluation Year** _____

Position Title _____

JOB-SPECIFIC KNOWLEDGE AND SKILLS			
	DOES NOT MEET	MEETS	EXCEEDS
Demonstrates an understanding of the instructional program as relevant to the assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits the skills required to execute specific tasks successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses the ability to adapt to different tasks as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a working knowledge of child development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports classroom management and behavior of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY AND PRODUCTIVITY			
	DOES NOT MEET	MEETS	EXCEEDS
Works with minimum supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively performs job-related tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates time-management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses a variety of problem-solving techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses available resources appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONAL SUPPORT			
	DOES NOT MEET	MEETS	EXCEEDS
Communicates specific performance expectations to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advises the teacher(s) /supervisor(s) of student performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows through with instructional directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with the teacher(s) in differentiating instruction to meet students' diverse needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports the teacher(s) in assessing student performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HUMAN RELATIONS AND COMMUNICATON SKILLS

	DOES NOT MEET	MEETS	EXCEEDS
Promotes and maintains positive relationships with diverse groups in the school and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective communications skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONALISM

	DOES NOT MEET	MEETS	EXCEEDS
Contributes positively toward the accomplishment of program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of FCPS policies and school procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality and integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Areas for Growth:

Distribution:

Copy – Local Site File

Copy – Instructional Assistant



INSTRUCTIONAL ASSISTANT (IA)
Continuation Page

Employee's Name _____ **Employee ID No** _____

Strength:



INSTRUCTIONAL ASSISTANT (IA)
Continuation Page

Employee's Name _____ **Employee ID No** _____

Areas of Growth:

A large, empty rectangular box with a black border, intended for writing the employee's areas of growth.