**Classical Magnet School**

**Teacher Assistant Quarterly Evaluation Instrument**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **CCSS** | **4 (ALWAYS)** | **3 (MOSTLY)** | **2 (FEW REMINDERS)** | **1 (MULTIPLE REMINDERS)** |
| * Follow all school policies at all times, in order to be a positive role model |  | 4 | 3.25 | 2.5 | 1 |
| * Interacts with the class in a professional manner in accordance with core values |  | 4 | 3.25 | 2.5 | 1 |
| * Attends daily |  | 4 | 3.25 | 2.5 | 1 |
| * Is on time |  | 4 | 3.25 | 2.5 | 1 |
| * Communicates proactively with mentor teacher, students, Ms HB, and Mr. Larson (x2) |  | 8 | 6.5 | 5 | 2 |
| * Daily Logs are complete (x2) |  | 8 | 6.5 | 5 | 2 |
| * Submitted Rotational Reflections to mentor teacher and Ms HB (email) (x4) |  | 16 | 13 | 10 | 4 |
| * Attended weekly meetings with mentor teacher & monthly meetings with Ms HB (x2) |  | 8 | 6.5 | 5 | 2 |
| * Has been an active participant in the classroom every class (x 4) |  | 16 | 13 | 10 | 4 |
| * Has proactively sought out constructive involvement in the classroom (x2) |  | 8 | 6.5 | 5 | 2 |
| TOTAL | | = \_\_\_\_\_/84 = \_\_\_\_\_\_% | | | |

(OVER)

Please check the additional tasks that the TA has completed:

* Conference and edit drafts of assignments with individuals
* Teach missed lesson to student who was absent
* Scribe classroom discussions to better track participation grades
* Create review sheets or other activities
* Assist with classroom management – i.e. non-verbal cues to keep students on task and involved in lesson (this will not extend to consequence distribution!)
* Interact with class: 1 to 1, small groups, or entire class
* Update teacher’s website
* Plan and teach a lesson
* Grade OBJECTIVE papers (?)
* Assist substitute teacher to keep order
* Note taker
* Developing and/or presenting lessons
* Facilitate Seminar
* Assist in differentiation/ meeting struggling students’ needs
* Demonstrate/Model skills or “moves”
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Additional Notes/Reflections/Goals:

Quarterly Grade Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mentor Teacher Signature

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Teacher Assistant Signature