



CONFIDENTIAL PERFORMANCE APPRAISAL FOR STUDENT SUPPORT

Performance Appraisals should be completed, shown to and shall be discussed with the employee, signed by all the parties after discussion, and forwarded to the Human Resources Dept. as per instructions. Supervisors are to refer to accompanying guide before appraising the employee.

Name: _____ Employee#: _____

Position: _____

School/Department: _____ Date: _____

The following appraisal is for:

PROBATIONARY EMPLOYEE

REGULAR EMPLOYEE

Report #1 ___ #2 ___ #3 ___

Trial Report #1 ___ #2 ___

Other ___

Legend:	
E	Exceeds - Significantly and consistently exceeds the job requirements
M	Meets – Consistently meets the job requirements
ID	Improvement Desired - Does not yet meet the job requirements, some improvement required
IE	Improvement Essential – Significantly below the requirements, improvement required
NA	No opportunity or not applicable -Staff member has not had an opportunity to perform this duty

DEMONSTRATED SKILLS AND ABILITIES	E	M	ID	IE	NA
Demonstrates thorough knowledge of principles, techniques, resources and technology used in the job					
Demonstrates knowledge and skills in dealing with specific needs associated with each student					
Assists with the development and implementation of the student(s) IEP, under the supervision of the teacher					
Follows prescribed procedures while observing and collecting information					
Where applicable, prepares accurate records in an organized and legible manner					
Encourages appropriate student independence wherever possible					
Recognizes student's uniqueness by demonstrating empathy, kindness, respect and patience for the individual					

Ensures that student behaviour is monitored so as to prevent accident or injury to self or others					
Respects confidentiality					
Carries out other duties as assigned by the Supervisor or as required by individual student needs (specify):					
a.					
b.					
c.					
SUPPORTING COMMENTS:					
COMMUNICATION AND TEAM WORK	E	M	ID	IE	NA
Liaises appropriately with staff, parents, volunteers, committees and agencies					
Communicates effectively at all levels within the organization					
Maintains a professional relationship with co-workers					
Participates effectively as a member of a team					
Understands and acts upon instructions, information and feedback					
Maintains a positive and collaborative attitude					
SUPPORTING COMMENTS:					
PLANNING AND ORGANIZATION	E	M	ID	IE	NA
Establishes priorities and organize time effectively to achieve students' objectives					
SUPPORTING COMMENTS:					
ADAPTABILITY, FLEXIBILITY	E	M	ID	IE	NA
Adapts and responds to the changing needs of the position or school					
Adapts to individual student needs					
Completes tasks according to classroom routines and procedures as directed					
Works effectively in a variety of situations and with various individuals or groups					
SUPPORTING COMMENTS:					

INITIATIVE	E	M	ID	IE	NA
Demonstrates accountability and responsibility to the students, the classroom and the District					
Works independently as appropriate					
Seeks direction and information at appropriate times					
SUPPORTING COMMENTS:					
PROBLEM SOLVING	E	M	ID	IE	NA
Demonstrates ability to solve problems					
Demonstrates ability to deal with increasingly challenging circumstances and make sound decisions					
SUPPORTING COMMENTS:					
WORK HABITS	E	M	ID	IE	NA
Attends work on a regular basis					
Starts work on time and returns from breaks when required					
SUPPORTING COMMENTS:					

SUPERVISOR COMMENTS :

EMPLOYEE COMMENTS:

Has the employee been counselled on how to improve any areas marked Improvement Essential or Improvement Desired?
Yes ___ No ___
Explain:

RECOMMENDATIONS:

Probationary or Trial Period Report: Retain Employee YES___ NO___

Other Period Report: Retain Employee YES ___ NO___

ACKNOWLEDGEMENTS

Performance Appraisal was reviewed with the employee on _____
Date

Signature of Employee

Signature of Supervisor

Signature of Supervisor

NOTE: *The employee's signature does not constitute agreement with the appraisal; it simply acknowledges that the employee has had the opportunity to read and discuss the report.*

Employee Development Plan (optional):

Name: _____ Employee#: _____

Position: _____

School/Department: _____ Date: _____

Describe the goals set for the next performance reporting period.	
Goals:	
1.	
2.	
3.	
Outline the professional development activities planned for the next review period that account in achieving these goals.	
Activities:	Date to be Completed:
1.	
2.	
3.	

The appraisal forms are to be distributed as follows:

- **The original to Human Resources**
- **A copy for your files**
- **A copy for the employee**
- **A copy to the union (CUPE local 728)**