

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0313
Teacher Aide for At-Risk Program - PHS

NAME _____

BUILDING _____ ANNIVERSARY DATE _____

TYPE OF EVALUATION

PROBATIONAL ADDITIONAL ANNUAL

PERFORMANCE LEVEL INDICATION KEY

SCALE THE EMPLOYEE'S PERFORMANCE HAS:

- +** Exceeded or met the expectations for this position.
- 0** Employee's performance does not meet expectations for this position.

For those areas rated "0", the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

ESSENTIAL SKILLS

- _____ Will supervise students assigned to In-School Suspension.
- _____ Will assist students with school assignments and homework.
- _____ Work closely with all faculty in securing student assignments and returning completed work to teachers.
- _____ Work closely with At-Risk Aide and Guidance Counselors.
- _____ Work closely with Career Specialist.
- _____ Secure In-Service with Boys Town Training.
- _____ Work closely with Technology Aide.
- _____ Observe the attached Alternative to Suspension Guidelines.

SUMMARY RATINGS

- _____ Accuracy and neatness of work
- _____ Amount and performances of work
- _____ Attendance and punctuality
- _____ Initiative, responsibility
- _____ Use of time
- _____ Cooperation
- _____ Personal relationship
- _____ Acceptance of criticism

SUMMARY COMMENTS

Employee Signature

Evaluator Signature

Date

The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.