

**JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
EDUCATIONAL ASSISTANT ANNUAL PROFESSIONAL GROWTH PLAN**

- Instructions: 1. Complete "A" and share with an administrator
 2. Update "B" as significant growth occurs
 3. Complete "C" and discuss with an administrator

A. September/October	
Name: _____	Date: _____
Planned Track: Self-Directed Track	
Coach: _____	
Goals and Objectives (be specific):	

Administrator's Signature of Approval: _____	
Date: _____	

B. Update throughout the year	
Evidence of professional growth (ongoing process):	

C. May/June	
Overall review and suggestions for next year:	

Education Assistant's Signature: _____	
Date: _____	

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
ADMINISTRATIVE PROCEDURE 452 PERFORMANCE APPRAISAL: EDUCATIONAL ASSISTANT
PROFESSIONAL GROWTH SELF-EVALUATION

Rating Scale:

1 – Not Evident Yet 2 – Limited Demonstration 3 – Some Demonstration
 4 – Considerable Demonstration 5 – Thorough Demonstration

Domain 1: Student Management**Level of Performance**

CRITERIA	SELF-EVALUATION				
Implements teacher's behavior management strategies	1	2	3	4	5
Helps student with unique health/ physical needs	1	2	3	4	5
Supervises students on arrival and departure and during intervals and lunch as required	1	2	3	4	5
Assists with student behavior management skills, supervises time-out and makes sure class rules are understood and followed	1	2	3	4	5
Demonstrates ability to follow instructions and implement directives	1	2	3	4	5

Domain 2: Professional Responsibility**Level of Performance**

CRITERIA	SELF-EVALUATION				
Monitors tests or examinations	1	2	3	4	5
Helps with observing; charting progress and behaviors	1	2	3	4	5
Assists with lesson follow-up and assigned projects.	1	2	3	4	5
Helps find and prepare relevant materials for teaching	1	2	3	4	5
Demonstrates professional conduct	1	2	3	4	5

Domain 3: Knowledge**Level of Performance**

CRITERIA	SELF-EVALUATION				
Demonstrates knowledge of student development	1	2	3	4	5
Demonstrates awareness of skills, application of effective strategies and program goals for students	1	2	3	4	5
Demonstrates familiarity with the classification and characteristics of exceptionalities and relevant educational terms	1	2	3	4	5

Domain 4: Communications**Level of Performance**

CRITERIA	SELF-EVALUATION				
Helps with regular communication notes to home, re: homework assignments, activities	1	2	3	4	5
Accompanies teacher to meetings with outside agency support personnel as required	1	2	3	4	5
Knows the individual student (hobbies, etc.)	1	2	3	4	5
Enhances student self-concept through positive feedback	1	2	3	4	5
Translates or interprets behavior and non-verbal communication for teacher or others who may not be familiar with student	1	2	3	4	5
Demonstrates appropriate interpersonal skills	1	2	3	4	5

Domain 5: Attitude/Work Habits**Level of Performance**

CRITERIA	SELF-EVALUATION				
Demonstrates a positive attitude	1	2	3	4	5
Is a valuable team member	1	2	3	4	5
Is aware of health and safety concerns	1	2	3	4	5