

West Point Consolidated School District

Teacher Assistant /Tutor Observation Form

2019-2020

Date _____

Name of Teacher Assistant/Tutor: _____

Assignment (check one): Classroom Tutor

Factor Codes: Rate each factor with the following codes:

- A Exceeds Standards
- B Effective – Meets Standards
- C Requires Improvement
- D Unsatisfactory

1. General Factors: Observation of work hours (Attendance, reliability and dependability), Planning and organization, Appearance of work area, Grooming and dress
2. Compliance: Follow task assigned by principal or teacher using instructional time effectively
3. Knowledge of work assignment: Utilize strategies and resources to promote engaged learning and to ensure student understanding of content areas
4. Meeting deadlines: Maintenance of student records and reports
5. Flexibility: Accepts directions and change
6. Cooperative attitude: Build a good rapport with students, teachers, and faculty to create an effective learning environment with high expectations
7. Aid in planning: Assist with student academics activities and student tasks
8. Professionalism: Maintain student supervision and confidentiality

Principal Signature _____