**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_