

## INSTRUCTIONAL STAFF ASSISTANT (ISA) FEEDBACK FORM

Name:

Evaluator:

Position:

Building:

Date:

Conference Date:

The following feedback is directly related to the job description of the Instructional Staff Assistant position.

### KEY TO EVALUATION

- |   |                                    |
|---|------------------------------------|
| 1 | <b>Exceeds Expectations</b>        |
| 2 | <b>Meets Expectations</b>          |
| 3 | <b>Improvement Needed</b>          |
| 4 | <b>Unsatisfactory</b>              |
| 5 | <b>Not Observed/Not applicable</b> |

**Assists certified staff in duties related to the non-instructional supervision of students as determined by building administrator and certified staff**

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**Consults and collaborates with all school staff**

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**Prepares for and assists with classroom activities under the direction of certified staff**

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**Performs clerical duties as requested by certified staff including the operation and care of office equipment**

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**Maintains appropriate documentation, records, reports, etc. with confidentiality**

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**Perform such other tasks and assume such other responsibilities as assigned by the building administrator or designee and/or certified staff**

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## GENERAL JOB PERFORMANCE

**Productivity:**

Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position. (Establish logical priorities).

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**Quality:**

Correctness, completeness, accuracy, economy of work-overall quality:

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**Use of Time**

Uses available time wisely~accomplishes required work on or ahead of schedule:

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**Dependable**

Is dependable and assumes responsibility in carrying out assignments:

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**Work Habit**

Good attendance; very punctual to work:

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**Planning**

Sets realistic objectives, anticipates and prepares for future requirements, establishes logical priorities:

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**Summary:**

Please include strong points, areas for growth and improvement, and any additional comments.

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Employee Signature:

Date:

Evaluator Signature:

Date: