

# West Point Consolidated School District

## Teacher Assistant /Tutor Observation Form

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 \_\_\_\_\_