

Assoc # 6.

2/11/19

Attachment C

IPSWICH PUBLIC SCHOOLS
Teaching Assistant Evaluation

Teaching Assistant: _____ Date: _____

Evaluator: _____ School: _____

With input from Classroom Teacher _____

Assignment: _____

Time in position: _____ In Ipswich: _____

(Not including current year)

Explanation; NI - Needs Improvement; M - Meets; NA - Not Applicable

Ratings of and Needs Improvement must be accompanied by written comments of explanation

Above Average Work can be commented upon in each section.

CHECK APPROPRIATE RATING	NI	M	NA
1. Respects/maintains confidentiality of students, families, and colleagues, Comments:			
2. Demonstrates a working knowledge of Individualized Education Plan. Comments:			
3. Implements quality lessons with students both individually and in groups. Comments:			

IPSWICH TEACING ASSITANT'S PROPOSALS

4. Implements curriculum modifications appropriately based on individual learning style. Comments:			
5. Provides input for individual student records. Comments:			

CHECK APPROPRIATE RATING	NI	M	NA
6. Implements effective behavior management techniques. Comments:			
7. Communicates with Special Education Teacher regarding pertinent student/staff issues. Comments:			
8. Demonstrates initiative and independence and flexibility to adapt. Comments:			
9. Demonstrates knowledge of curriculum and instructional strategies. Comments:			
10. Collects and organizes appropriate curriculum materials under the guidance of the Special Education Teacher. Comments:			
11. Demonstrates an effort to increase knowledge and district skills through workshops and educational readings. Comments:			
12. Facilitates an inclusive school/classroom culture. Comments:			
13. Maintains appropriate standards of behavior, respect and safety. Comments:			

IPSWICH TEACING ASSITANT'S PROPOSALS

SUMMARY:

Evaluator's signature: _____ Date: _____

COMMENTS:

Teaching Assistant's signature: _____ Date: _____

Assoc #7.

2/11/19

ATTACHMENT E

Ipswich Teaching Assistant — Job Description

- 1 . Work with special and general educators to promote student independence in all areas of the curriculum and other school related activities.
- 2 . Collaborate with teachers and therapists planning daily activities, preparing lessons, and organizing material for use in the classroom.
- 3 . Tutor and assist individuals or small groups of students in mastering assignments, materials, skills, and concepts introduced by teachers or special education staff.
- 4 . Accompany and support students during class and specialists as needed.
- 5 . Gather data and maintain individual records to document student performance and behavior to ensure progress on IEP objectives.
- 6 . Respect the confidentiality of teachers, students and parents.
- 7 . Assist students with devices, supportive technology, and all ADL (Activities of Daily Living) activities, including accessing facilities such as restrooms, as needed.
- 8 . Monitor students during non-class time, such as recess, lunch, passing time, assemblies and school meetings, field trips, transportation, school arrival and departure, and emergency drills.
- 9 . Maintain a working knowledge of school routines, emergency procedures and the school discipline policy. Support and carry out codes established by the administration and teachers to ensure a safe and stimulating educational environment.
- 10 . Serve as a source of information, help substitute teachers, provide classroom coverage during emergencies when teacher is absent.
- 11 . Administer MCAS and other performance tests as directed and supervised by special educators and/or administrators.
- 12 . Participate in all job-associated training and workshops as directed.