

MONROE PUBLIC SCHOOLS
375 Monroe Turnpike
Monroe, Connecticut 06468

Speech Assistants Performance Appraisal

Name of Employee _____ School _____
 Assignment _____

A. Job support skills

- Knows duties & responsibilities of position

	Above Expectations	Meets Expectations	Needs Improvement	Not Applicable
Displays Initiative				
Competency with the therapeutic material				
Interacts appropriately with students				
Implements plans (with minimal supervision)				
Implements assigned duties and assignments efficiently				

B. Organizational Skills

- Ability to establish a clear, concise pattern of accomplishing one's work

	Above Expectations	Meets Expectations	Needs Improvement	Not Applicable
Pays attention to details				
Adapts to changing situations				
Performs duties in an orderly manner				

C. Problem Solving Skills

- Ability to analyze problems effectively and determine appropriate action for their solutions

	Above Expectations	Meets Expectations	Needs Improvement	Not Applicable
Accurately & appropriately reports change in student performance and behavior				
Knows how & where to obtain necessary information (e.g. technology)				
Demonstrates flexibility by considering possible alternatives/solutions				
Provides feedback & data on student performance				

D. Dependability

- The extent to which an individual can be depended upon to be available to work and do it properly

	Above Expectations	Meets Expectations	Needs Improvement	Not Applicable
Adheres to a time schedule				
Remains at work area as required				
Maintains confidentiality				
Successfully implements clinician directions				
Demonstrates understanding of students' disabilities & its effects				

E. Interpersonal Relations

- Ability to effectively interact with others in the accomplishment of tasks

	Above Expectations	Meets Expectations	Needs Improvement	Not Applicable
Accepts constructive criticism and makes appropriate adjustments				
Cooperates with others in accomplishing work				
Handles difficult situations in a tactful manner				
Establishes Rapport with:				
- Supervisors				
- Students				
- Teachers/Staff				

* Items noted as 'Needs Improvement' may be developed into goals for the speech assistant.

Goals: _____

Additional Comments _____

Professional Staff consulted: _____

Employee's Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

Note: Employee has the right to attach to this report any comment which he or she may wish to make.