

Participates in special events as assigned.

Provides orientation and assistance to substitute teachers.

Performs duplicating work for teachers(s); prepares materials for students.

Follows established safety procedures and techniques to perform job duties.

Maintains confidentiality.

Maintains a high level of ethical behavior as is expected of all District employees.

Maintains professional growth by attending in-service and meetings as requested/required.

Performs other related duties assigned by the teacher or principal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (G.E.D.) preferred, but not required. One (1) year of related experience in working with students or parents; experience may be work in church-related schools, day camps, youth groups, private schools, licensed day care centers, or other similar experiences that would be acceptable to the District; ability to obtain a Texas Education Educational Aide Certification.

LANGUAGE SKILLS

Bilingual (English and Spanish) is preferred; ability to read and interpret documents such as lesson plans, operating instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of students.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations; ability to maintain emotional control under stress; ability to work with others in a congenial manner at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk and hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms; climb or balance, kneel, crouch, or crawl. Moderate to frequent bending and stooping is required. The employee is required to talk, hear and use the telephone. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift

and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

**Haskell Consolidated Independent School District
Evaluation**

Employee Name:*
Social Security:

Job Title: **Child Care Aide**
Location: **Early Learning Center**
FLSA Status: **Nonexempt**
COMMENTS

The purpose of the performance evaluation is to improve the competency of the individual through studies and conferences.

Performance shall be evaluated as follows:

- (1) Unsatisfactory: If the performance is clearly not acceptable in some major areas
- (2) Below expectations: If the performance needs improvements in some major areas
- (3) Satisfactory: If the performance meets expectations
- (4) Exceeding Expectations: If the performance excels in some major areas
- (5) Clearly Outstanding: Far above standard

NOTE: A rating of 1, 2, or 5 in any block requires written justification.

Performance Responsibilities: Each performance responsibility area shown below may be used in evaluating the performance of the individual within the responsibility areas.

1.01 Demonstrates, thorough goal setting, a clear-cut sense of direction and purpose in daily activities

1 2 3 4 5

COMMENTS: _____

1.02 Is prompt and thorough in completing assignments and attending to details accurately and efficiently

1 2 3 4 5

COMMENTS: _____

1.03 Performs duplicating work for teacher(s); prepares materials for students

1 2 3 4 5

COMMENTS: _____

1.04 Creates an effective environment for learning for the students; uses timely, functional and attractive displays; displays students' current work and skills which contribute to the present learning objectives set by the teacher; maintains an environment that is conducive to learning; and maintains a clean, orderly study area

1 2 3 4 5

COMMENTS: _____

* Please use full legal name as it appears on the Social Security Card.

1.05 Assists with the presentation of subject matter to students, using a variety of methods and techniques

1 2 3 4 5

COMMENTS: _____

1.06 Assists in supervising students throughout the school day, both inside and outside the classroom

1 2 3 4 5

COMMENTS: _____

1.07 Provides orientation and assistance to substitute teacher

1 2 3 4 5

COMMENTS: _____

1.08 Keeps the teacher informed of any special needs or problems of individual students

1 2 3 4 5

COMMENTS: _____

1.09 Assists in upholding and enforcing school rules, administration regulations, and state and local board policy.

1 2 3 4 5

COMMENTS: _____

1.10 Assists with planning, preparing and developing various instructional materials such as bibliographies, charts, and graphs while considering factors such as individual needs, abilities, learning levels, and physical limitations of students.

1 2 3 4 5

COMMENTS: _____

1.11 Assists with the presentation of subject matter to students, using a variety of methods and techniques such as lecture, discussion, and supervised role-playing; assists students, individually or in groups, with instructional assignments to reinforce learning concepts.

1 2 3 4 5

COMMENTS: _____

1.12 Assists in maintaining a neat and orderly classroom.

1 2 3 4 5

COMMENTS: _____

1.13 Assists the teacher in keeping administrative records and preparing required reports.

1 2 3 4 5

COMMENTS: _____

1.14 Assists in lifting, changing and feeding students on an as needed basis.

1 2 3 4 5

COMMENTS: _____

2.00 Follows established safety procedures and techniques when performing job including lifting, carrying, etc.

1 2 3 4 5

COMMENTS: _____

2.01 Is aware and supportive of District guidelines and policies.

1 2 3 4 5

COMMENTS: _____

2.02 Maintains the same high level of ethical behavior and confidentiality of information as is expected of all District employees

1 2 3 4 5

COMMENTS: _____

2.03 Demonstrates punctuality in all duty assignments; reports and signs in/out at the correct time

1 2 3 4 5

COMMENTS: _____

3.01 Demonstrates ability to work with others in a positive, productive manner with administration, students, parents, teachers, and other school personnel

1 2 3 4 5

COMMENTS: _____

3.02 Represents the school district favorably during the regular course of business at school functions and staff development workshops

1 2 3 4 5

COMMENTS: _____

4.01 Participates in in-service training programs; shows interest in attending training sessions, implements new ideas/techniques learned at workshops and is involved in instructional demonstrations

1 2 3 4 5

COMMENTS: _____

4.02 Performs any other duties deemed necessary by the teacher or school principal

1 2 3 4 5

COMMENTS: _____

TOTAL POINTS _____

NOTE: The arithmetic mean is used as the average in this block. The average is derived by dividing the total number of points by the number of areas actually rated. Enter average below and round off to the first decimal point (i.e., 2.8, 3.0, etc.,)

AVERAGE _____

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

SUPERVISOR'S NAME
(Please Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S NAME
(Please Print)

EMPLOYEE'S SIGNATURE

DATE

(Signature indicates acknowledgement but not necessarily agreement.)

SCHOOL /DEPARTMENT

(For Classified Personnel Office Use Only.)

Received copy for study on _____ signature of _____.

SIGNATURE OF ADMINISTRATOR