

# East San Gabriel Valley Regional Occupational Program and Technical Center

## TEACHER ON SPECIAL ASSIGNMENT (TOSA) PERFORMANCE EVALUATION REPORT

Instructor: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr Mo/Yr

TOSA Assignment: \_\_\_\_\_

**INSTRUCTIONS:**

This form provides descriptions of activities, which relate to ESGVROP/TC philosophy of exceptional performance on the job. It is to be used as a guide sheet to aid the evaluator in observing and evaluating the TOSA's performance objectively and fairly. Give your evaluation as to how this employee has performed relative to each factor listed. Concentrate on one factor at a time and circle the appropriate rating. Use the comments to provide a brief explanation.

**Rating Scale: 1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Strong; 5 – Outstanding; N/A - Not Applicable**

EVALUATION AREA	RATING		COMMENTS
<b>1. QUALITY OF WORK</b>			
A. Collects and analyzes data to influence program development and progression	1 2 3 4 5	N/A	
B. Collects and utilizes multiple sources of information to assess program needs	1 2 3 4 5	N/A	
C. Communicates program information to District personnel	1 2 3 4 5	N/A	
D. Serves as a resource for District personnel	1 2 3 4 5	N/A	
E. Designs short and long term plans to foster program improvement	1 2 3 4 5	N/A	
F. Effectively uses materials, time and resources	1 2 3 4 5	N/A	
G. Maintains a clean and safe environment	1 2 3 4 5	N/A	
H. Displays positive relations with outside agencies, school districts, and other ROPs	1 2 3 4 5	N/A	
I. Follows schedules	1 2 3 4 5	N/A	
J. Is flexible in responding to changing requirements and job assignments	1 2 3 4 5	N/A	
<b>2. WORK HABITS AND ATTITUDE</b>			
A. Adheres to ESGVROP/TC policies and procedures	1 2 3 4 5	N/A	
B. Communicates effectively with co-workers	1 2 3 4 5	N/A	
C. Participates in professional growth activities	1 2 3 4 5	N/A	
D. Ability to work independently (as required)	1 2 3 4 5	N/A	
E. Enthusiasm (exhibits a positive and cooperative attitude)	1 2 3 4 5	N/A	
F. Adheres to timelines; submits reports/paperwork on time	1 2 3 4 5	N/A	
<b>3. PERSONAL CHARACTERISTICS</b>			
A. Is dependable and punctual	1 2 3 4 5	N/A	
B. Maintains a cooperative working relationship with others	1 2 3 4 5	N/A	
C. Takes direction in a positive manner	1 2 3 4 5	N/A	
D. Deals effectively with conflict situations	1 2 3 4 5	N/A	
E. Demonstrates flexibility	1 2 3 4 5	N/A	
F. Presents a professional appearance	1 2 3 4 5	N/A	
G. Seeks assistance and support when needed	1 2 3 4 5	N/A	

---

1. What are the TOSA's areas of greatest strength? Specify examples of outstanding performance/qualities, which should be maintained and continued.

---

2. In what areas does the TOSA need to improve performance and what steps should be taken to improve performance? (Give specific examples)

---

3. Additional comments:

---

TOSA's Signature \_\_\_\_\_  
(My signature indicates that I have discussed this evaluation with my Supervisor and have received a copy)

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Reviewing Administrator \_\_\_\_\_

Date \_\_\_\_\_

Date Received for Filing in the Personnel Office \_\_\_\_\_

---