



# COASTAL COLLEGE OF BRITISH COLUMBIA

## Coastal College of BC

### Education Assistant Work Experience Evaluation (On-Site Supervisor)

Student Name: \_\_\_\_\_ Host Organization: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Employment start date: \_\_\_\_\_

Student has completed 180 hours of work experience or more.

The learning outcomes of the work experience portion of the Education Assistant Program are listed below. When supporting the needs of our most Exceptional Learners, these skills are considered essential for an Education Assistant to possess.

Please place an “X” in each section using the rating scale below.

#### Rating Scale:

3- Proficient—meeting expectations independently

2- Developing—meeting expectations with support

1- Emerging—not yet meeting expectations

1. Interpersonal Skills	1	2	3
Demonstrates care and respect when interacting with others			
Responds appropriately to teacher direction			
Interacts appropriately with students			

2. Communication Skills	1	2	3
Communicates using effective speaking skills			
Communicates using effective listening skills			
Communicates using effective writing skills			
Communicates using effective reading skills			

3. Instructional/Organizational Skills	1	2	3
Supervises students appropriately			
Organizes student materials appropriately			
Confident with curricular expectations for student as laid out by teacher			
Provides adaptations and supports as needed			
Takes initiative in seeking out independent learning opportunities			
Supports learning goals and outcomes for students under teacher direction as outlined in the IEP			
Observes and records accurately to assess student behavior and/or learning			

4. Problem solving and Personal development	1	2	3
Maintains accountability and responsibility in the workplace			
Reflects upon personal strengths and needs			
Responds effectively to challenges and conflicts			
Recognizes safe school policies and procedures			

5. Personal Management Skills	1	2	3
Punctuality: Returns from breaks in a timely manner			
Responsibility: Completes assigned tasks effectively			
Initiative: Works independently on routine tasks			
Initiative: Creative and resourceful in accomplishing tasks.			
Adaptability: Anticipates the need to adjust			
Adaptability: Has a positive attitude towards change.			
Grooming and Attire: Understands and exhibits appropriate workplace grooming and attire			

6. Teamwork Skills:	1	2	3
Respect: Respects the thoughts and individual differences of others in the workplace			
Co-operation: Understands the need for a team approach and demonstrates team member skills.			
Courteous: Polite and considerate of others, their property and the workplace environment			

7. Attendance	Yes	No
Punctual		
Attends work regularly		

**Comments (if any):**

Thank you for taking the time and making the effort to fill out this evaluation. Your commitment to the education of our students is greatly appreciated. If there is any additional information you would like to discuss that is of a confidential nature, please contact the practicum instructor or the college.

Host Organization Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_