



**Cambridge Public Schools
Lunch Room Aide Evaluation Form**

Name: _____ School _____ Date _____

Evaluation Key: **UL** = Unsatisfactory and lack of satisfactory progress over time;
U = Unsatisfactory; **1, 2, 3**—Low to high satisfactory performance range; **NA** = Not applicable or not observed

1. Actively circulates among students in order to maintain a respectful and orderly environment.

UL U 1 2 3 NA

2. Is observant and vigilant while supervising students in the cafeteria and playground during lunch and recess.

UL U 1 2 3 NA

3. Models and practices respectful interactions that are in alignment with the goals of the school.

UL U 1 2 3 NA

4. Reports any incidents to the Assistant Principal or Principal in an appropriate and timely fashion.

UL U 1 2 3 NA

5. Works collegially with other school staff.

UL U 1 2 3 NA

6. Participates willingly in professional development opportunities around school culture and is open to feedback.

UL U 1 2 3 NA

7. Communicates well with adults and children.

UL U 1 2 3 NA

8. Is punctual.

UL U 1 2 3 NA

9. Keeps table and other spaces in cafeteria clean and tidy.

UL U 1 2 3 NA

Comments:

Evaluator's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

The employee's signature indicates that he/she and the evaluator have discussed the evaluation and does not necessarily indicate agreement with the evaluation.