

**HUNTINGTON PUBLIC SCHOOLS**  
**Huntington, New York 11743**

SHHA EVALUATION REPORT

**Instructions for Use**

The primary purpose of the evaluation form is to establish the level of performance of the employee during the period of this evaluation and, further, to assist the employee in improving performance in areas which may have been found to be less than "Effective". The supervisor shall give examples for those areas listed as "Requires Improvement" or "Unacceptable" and a summary of recommendations for improvement. All SHHAs will be evaluated a minimum of once per school year.

This evaluation instrument will be used in conjunction with those job responsibilities and expectations identified to the employee as being appropriate and consistent with the level of responsibility for the position to which they are currently assigned.

An employee's signature on the evaluation will only denote that the employee has seen the evaluation, not that the employee agrees with its content.

Nothing shall restrain the employee from responding to the content of the evaluation in either verbal or written form to their supervisor and/or the District. An employee's written response shall be attached to the evaluation in the District's records.

**Interpretations of Rating Scale**

Effective - The employee *effectively meets* the expected requirements for a person of this title.

Requires Improvement - The employee is *experiencing difficulty* meeting expected requirements for a person of this title.

Unacceptable - The employee *does not meet* the minimum expected requirements for a person of this title.

**HUNTINGTON PUBLIC SCHOOLS**  
**Huntington, New York 11743**

**SHHA Evaluation Report**

Employee \_\_\_\_\_ Period Covered \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

All evaluations are to be discussed with the employee. The supervisor shall give examples for those areas listed as "Requires Improvement" or "Unacceptable" as well as a summary of recommendations for improvement.

*Rating Scale: (3) Effective (2) Requires Improvement (1) Unacceptable*

<b><i>INSTRUCTIONAL CRITERIA</i></b>	<b><i>RATING</i></b>
Classroom Management	
Ability to Work with Students	
Ability to Deliver Planned Instruction	
Ability to follow Established Procedures	
Ability to Work with Other Teachers and/or Chairpersons	
Initiative During Instruction	
Punctuality to Assignment	
Ability to Get Students to Respond to Directions	

<b><i>NON-INSTRUCTIONAL CRITERIA</i></b>	<b><i>RATING</i></b>
Accuracy and Punctuality of Reports	
Acceptance of Daily Assignments	
Rapport with Students	
Ability to Follow School Procedures	
Leadership During Assignments	

<b><i>PROFESSIONAL ATTITUDE</i></b>	<b><i>RATING</i></b>
Punctuality	
Dependability	
Cooperation	
Peer Group Interaction	
Interest and Enthusiasm	
Personal Appearance	
Knowledge of Responsibility	
Ability to Accept Change	

<b><i>ATTENDANCE</i></b>	<b><i>NUMBER</i></b>
Number of days absent at the time of this evaluation	

