**EASTERN CAPE DEPARTMENT OF EDUCATION PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 3 EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS MONTHLY PERFORMANCE REPORT**

**Monthly Performance Report: Education Assistant / General School Assistant**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| This performance report should be completed by Education Assistant / General School Assistant and School Principals on the 7th of each month | | | | | | | |
| Appointment Level | Education Assistant | | |  | | General School Assistant |  |
| Employee Name | Surname: | |  | | | First Names |  |
| ID Number |  | | | | | D.O.B. |  |
| Stipend: | R 4 081. 44 | | | | | Province |  |
| Period of contract | ***From:*** |  | | ***To:*** |  | District |  |
| School Name |  | | | | | Name of Circuit |  |
| Month of Performance Report |  | | | | | | |
| Principal’s Name |  | | | | | | |
| Mentor’s Name |  | | | | | | |
| School Category | Primary | | | Secondary | | Combined | Special |
| EMIS Number |  | | | | | | |

**RATE THE PERFORMANCE OF EDUCATION ASSISTANT / GENERAL SCHOOL ASSISTANT**

**1. General Factors**

|  |  |  |
| --- | --- | --- |
| *Tick the appropriate column* | Satisfactory | Unsatisfactory |
| 1. Attendance |  |  |
| 1. Reliability |  |  |
| 1. Thoroughness and Accuracy |  |  |
| 1. Willingness to Learn |  |  |
| 1. Friendliness and Helpfulness |  |  |
| 1. Flexibility |  |  |
| 1. Cooperation with colleagues |  |  |
| 1. Initiative and Creativity |  |  |

**2. Key responsibilities (Identify and rate at least 5 activities undertaken as per Job Description)**

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| --- | --- | --- |
| Key Responsibilities | Satisfactory | Unsatisfactory |
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| Details of any training programmes/activities to which the Education Assistant/ General School Assistant have been subjected to during the month: |
| Overall Remarks by Principals: |
| EA/GSA Remarks: |

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EA/GSA Signature Date

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Mentor Signature Date

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Principal’s Signature Date