

New Bedford Public Schools
Student Mentor Evaluation Report

Name: _____

Building(s): _____

Date: _____

Position: _____

Supervisor: _____

Review Date: _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments.****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their immediate supervisor.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Demonstrates an interest in learning; keeps current in the field (i.e. participates in ongoing professional development).				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
7.	Models the premise of "Care, Welfare, Safety & Security" in all activities throughout the work day.				

Comments:

Competencies, Technical and Intervention Skills		4.	3.	2.	1.	N/A
1.	Assists students with academic, social and emotional skill building.					
2.	Participates in student behavior meetings when directed. Provides appropriate documentation to supervisor.					
3.	Demonstrates depth of knowledge in performing the job.					
4.	Understands, applies, and adheres to District, school/departamental, procedures, and rules.					
5.	Serves as resource and provides assistance to educators as need/directed.					
6.	Understands and applies CPI (Crisis Prevention Institute) protocols effectively when necessary and appropriate. Including all required paperwork and family communication.					
7.	Responds to crisis timely and in a calm and supportive manner.					
8.	Performs essential functions of the job as outlined in the job description.					
9.	Maintains self-control in difficult situations.					
10.	Is present and provides support during student transitions and in classrooms and student support rooms.					
11.	Is able to multi-task and work under pressure to meet deadlines.					
12.	Is able to work independently after receiving directions.					

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationship with student.				
2.	Demonstrates appropriate level of self-confidence.				
3.	Considers the student's cultural/linguistic needs.				
4.	Uses language appropriate for the student's age, developmental level, and education.				
5.	Is courteous and respectful at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents accurately.				
8.	Practices exceptional telephone and e-mail etiquette.				
9.	Demonstrates active listening skills.				

10.	Utilizes positive reinforcement, incentivization, limit setting and logical consequences.				
------------	---	--	--	--	--

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems. Seeks assistance when needed.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of necessary equipment and technology to meet the needs of the students					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility				
2.	Accepts assigned responsibilities and follows up with Supervisor to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				

Comments:

<u>Professional Appraisal Summary</u>	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Job Initiative and Professionalism				
Technical and Intervention Skills				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

☐ **Does Not Meet** ☐ **Needs Improvement** ☐ **Meets** ☐ **Exceeds**

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation.
Employee may attach additional comments.

Employee's Signature

Date