

PARAPROFESSIONALS

PERFORMANCE EVALUATION TOOL

The evaluator will meet with the Paraprofessional(s) in the evaluator's building (either all together, in small groups, or individually) at or about the beginning of the work year to review expectations and requirements and may include goals. If the performance of a paraprofessional is at or below the level of Needs Improvement, a discussion shall be held between the Paraprofessional's evaluator and the Paraprofessional to discuss concerns and performance expectations prior to the performance evaluation being complete

NAME:	EVALUATOR:
SCHOOL:	DATE:
EVALUATION PERIOD (SCHOOL YEAR)	

This form is intended to record the evaluator's assessment of the above-named individual's job performance as a Paraprofessional during the school year shown. The purpose of the evaluation is to recognize the individual's proficient or exemplary performance and to increase performance that is unsatisfactory or needs improvement.

This form is to be completed and signed by the evaluator and provided to Paraprofessionals no later than the last student day of the school year.

RUBRIC FOR EVALUATION RATING

EXEMPLARY (Performance consistently and effectively meets job requirements. Models best practices for other paraprofessionals/staff to ensure student needs are met.)	RATING OF "E"
PROFICIENT (Performance consistently and effectively meets job requirements)	RATING OF "P"
NEEDS IMPROVEMENT (Performance does not consistently meet job requirements. Improvement in some areas is required.)	RATING OF "NI"
UNSATISFACTORY (Performance does not meet job requirements.)	RATING OF "U"
NOT APPLICABLE	"N/A"
PLEASE NOTE: ANY RATING OF "NI" OR "U" SHOULD BE ACCOMPANIED BY EVIDENCE OR COMMENT	

JOB PERFORMANCE					
Displays interest and enthusiasm in work	E	P	NI	U	N/A
Accurately collects data and maintains record keeping, if applicable	E	P	NI	U	N/A

Accepts and carries out assignments willingly and diligently	E	P	NI	U	N/A
Demonstrates flexibility and adjusts to change	E	P	NI	U	N/A
Demonstrates knowledge of and adherence of basic classroom / school routines	E	P	NI	U	N/A
Is successful in the reinforcement of skills	E	P	NI	U	N/A
Follows guidance and actionable feedback	E	P	NI	U	N/A
Applies new knowledge and skills	E	P	NI	U	N/A
Follows through on directions and uses work time productively	E	P	NI	U	N/A
Works as a member of a team to provide services as delineated in the students' plan or at the direction of the educator/Administrator.	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

INTERPERSONAL RELATIONSHIPS WITH STUDENTS AND STAFF					
Relates appropriately with students and staff	E	P	NI	U	N/A
Respects and is responsive to individual differences	E	P	NI	U	N/A
Helps students to communicate in a positive manner and encourages student's effort and participation	E	P	NI	U	N/A
Works well with groups or individual students and adapts approaches to individual learning styles	E	P	NI	U	N/A
Is considerate of others and communicates effectively	E	P	NI	U	N/A
Brings concerns / issues through proper chain of command	E	P	NI	U	N/A
Understands and respects the teacher(s) role in the classroom	E	P	NI	U	N/A
Maintains appropriate boundaries with families/parents	E	P	NI	U	N/A
Contributes to the progress of the student(s)	E	P	NI	U	N/A

EVIDENCE OR COMMENTS:

PROFESSIONAL RESPONSIBILITIES

Maintains regular attendance, is punctual and follows procedures for reporting absences/late arrivals.

E P NI U N/A

Demonstrates initiative and resourcefulness

E P NI U N/A

Displays concern for students' health and safety

E P NI U N/A

Demonstrates discretion, confidentiality and ethical behavior

E P NI U N/A

Uses technology and devices appropriately and according to the district's acceptable use policy

E P NI U N/A

EVIDENCE OR COMMENTS:

OVERALL PERFORAMANCE RATING

E P NI U

GOALS			
MET GOAL	RATING OF “M”		
PROGRESS TOWARDS GOAL	RATING OF “P”		
NOT APPLICABLE	“N/A”		
GOAL(S):			
EVIDENCE OR COMMENTS:			
GOAL RATING	M	P	N/A

Commendations:

Suggestions for continued growth:

Signature of Employee

Date

Signature of Evaluator

Date

Employee response:
