



Paraprofessional Employee Performance Review: Core Performance Expectations

Employee Name:

Evaluation Date:

Job Title:

Building:

Type of Evaluation:

45 Day

90 Day

Overview:

All Paraprofessionals are to be evaluated on an **yearly basis** if not a new hire within the 90 day probationary period.

The column next to each outlined performance indicator is to be marked to indicate that the paraprofessional either **Meets the Expectations (ME)** or **Does Not Meet the Expectations (DNME)**.

If a specific performance indicator does not apply to the employees job expectations, then indicate **Not Applicable (NA)** in the column for *Meets Expectations (ME)*

If an employee does not meet expectations on 1 or more indicators in a standard evaluator will provide feedback directly following the performance indicators in the summary section provided.

Performance Standards

1. Equity and High Expectations:

Performance Indicators	ME	DNME
Demonstrates through words, actions, and instructions, high standards, the belief in all students' ability to meet them.		
Assist the classroom teachers or other immediate supervisors with establishing and maintaining a challenging teaching and learning environment.		
Assists students to develop self-help skills.		
Assist the classroom teachers or other immediate supervisor with the creation of an environment in which students work with a sense of purpose and understand what is expected of them.		
Promote understanding, and development of ways to respond to differences in culture, race, language, class, gender and sexual orientation.		
Optional summary unless the staff member <u>does not meet expectations on 1 or more indicators, then additional feedback is required:</u>		

2. Professionalism:

Performance Indicators	ME	DNME
Performs duties and assignments effectively under the direction of the classroom teacher or other immediate supervisor AND requires minimal supervision when completing familiar tasks.		
Perform routine duties of the job in a professional manner. (Link to Paraprofessional Expectations)		
Respect confidentiality		
Works cooperatively with peers AND works to improve morale among peers.		
Maintain regular attendance in conformity with rules and regulations of the College Community School District including giving their supervisor reasonable notice when intending to utilize leave.		
Maintains punctuality in all matters pertaining to professional roles.		
Model professional appearance and demeanor.		
Demonstrates flexibility in accepting work assignments. This includes adjusting readily to emergency and/or temporary demands.		
Demonstrate respect through language and behavior in all interactions with colleagues, students, and families.		
Work with teachers to maintain a positive and engaging learning environment through consistency and organization.		
Elementary Level: Supervises students on field trip activities and other activities such as indoor/outdoor play, snacks, and rest.		
<p>Optional summary unless the staff member <u>does not meet expectations</u> on 1 or more indicators, then additional feedback is required:</p>		

3. Safe, Respectful, Culturally Sensitive and Responsive Learning Communities:

Performance Indicators	ME	DNME
Assist the teacher to maintain the physical environment to ensure safety, maximize learning and facilitate student independence e.g. classroom set-up, accessibility of learning materials to students, visual aides to guide students learning.		
Assists the classroom teacher or other immediate supervisor with the creation of an environment in which students work with a sense of purpose and understanding of what is expected of them.		
Manage individual and classroom behavior using prescribed approaches (IEP, Behavior Plans, etc).		
Support students to have central roles in holding self and others accountable for behavior expectations, including roles in resolving conflict and eliminating bullying and harassment.		
Treat students with fairness, respect, and consistency.		
Provide assistance with classroom activities.		
Support direct instruction to students individually, in small groups and with whole class settings under the direction of the teacher.		
Lead small group learning activities, and/or provide learning opportunities throughout the day as directed by the teacher.		
Assist the classroom teacher to utilize and organize student notebooks, assessments, folders, and/or portfolios to help the teacher progress monitor.		
<p>Optional summary unless the staff member <u>does not meet expectations</u> on 1 or more indicators, then additional feedback is required:</p>		

4. Instructional Implementation:

Performance Indicators	ME	DNME
Assist the classroom teacher or other immediate supervisor with the provision of instructional activities at the appropriate level for students.		
Meet with classroom teachers to discuss curriculum, classroom management, and goals for instruction with requested.		
Support the classroom teacher in implementing curriculum.		
Follow planned lessons for small group instruction at the direction of the teacher or immediate supervisor that will achieve the short and long term objectives of the classrooms.		
Use materials related to the objectives of the lesson at the direction of the classroom teacher or other immediate supervisor.		
<p>Optional summary unless the staff member <u>does not meet expectations</u> on 1 or more indicators, then additional feedback is required:</p>		

5. Content Knowledge:

Performance Indicators	ME	DNME
With support from the classroom teacher, clearly and consistently communicate how concepts connect to the big ideas and essential questions within and across disciplines.		
<p>Optional summary unless the staff member <u>does not meet expectations</u> on 1 or more indicators, then additional feedback is required:</p>		

6. Reflection, Collaboration, and Personal Growth:

Performance Indicators	ME	DNME
Engages in activities that contribute to the employee’s performance in the teaching and learning situation (e.g. responds to in-service and professional growth opportunities in terms of personal and student growth.)		
Requests help and/or assistance from fellow employees and/or supervisor when needed.		
Reflect on instructional success and challenges and utilizes this information to inform professional growth.		
<p>Optional summary unless the staff member <u>does not meet expectations</u> on 1 or more indicators, then additional feedback is required:</p>		

Administrator's Overall Summary and/or Recommendations:

Employee's Comments (optional):

	Recommended to continue as a paraprofessional for the following school year.
	Performance improvement is needed in the indicated areas if employment is to continue.

Employee Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

Signature indicates that the written evaluation has been reviewed and discussed. My signature means that I have been advised of my performance and not necessarily that I agree with this evaluation or feedback about my performance.