

EVERETT ASSOCIATION OF PARAEDUCATORS' EVALUATION FORM

Name: _____ School Year: _____

Location: _____ Position/Group: _____

Brief summary of duties:

Please note: A check in the box reflects satisfactory performance for that indicator.

INSTRUCTION

Competency 1: Understanding of the value of providing instructional and other direct services to all students
Competency 9: Knowledge and application of the elements of effective instruction and assessment and the use of technology to assist teaching and learning under direction of certificated/ licensed staff in a variety of settings

N/A

- Plays a key role in the education of students
- Assists in implementing and reinforcing high quality instruction
- Exhibits high expectations for all students with whom he/she works
- Utilizes technology appropriately to further student learning
- Uses effective instructional materials under direction of certificated staff
- Provides accurate data-based feedback on students' progress to certificated staff that may be applied to assessments

COMMENTS:

WORKING WITH STUDENTS/POPULATION OF DIVERSE NEEDS/BACKGROUNDS

Competency 3: Knowledge of ...
(a) patterns of human development and learning, as well as milestones typically achieved at different ages, and
(b) risk factors that may prohibit or impede typical development
Competency 7: Knowledge of the legal issues related to the education of students with disabilities and their families
Competency 8: Awareness of diversity among the students, families, and colleagues with whom they work

N/A

- Seeks and applies best practice strategies/interventions
- Seeks to learn and exhibits a wide array of instructional strategies for use with students who have differing needs
- Engages students in learning in ways that are appropriate to their developmental levels
- Works with others to assure that students and families experience positive interactions with school staff as they transition between grade levels or programs
- Shows understanding of socio/cultural effects on learning

COMMENTS:

BEHAVIORAL SUPPORT/STUDENT DISCIPLINE

Competency 6: Ability to provide positive behavioral support, management, and discipline techniques to motivate and assist students

N/A

- Engages students in learning that meets their needs and contributes to understanding, learning and positive behavioral responses
- Anticipates situation and management techniques to limit disruptions before they occur
- Monitors classroom behavior and performance in a non-intrusive way to allow effective instruction to continue
- Takes an active role in implementing a positive, proactive behavior management plan by using reinforcement strategies that support student learning and that mirror or support those used by the teacher
- Works with the teacher to collect, record and share student behavioral data appropriately
- Abides by legal requirements and district/building policies concerning student discipline

COMMENTS:

ROLES & RESPONSIBILITIES

Competency 2: Understanding of the roles and responsibilities of certificated/ licensed staff and paraeducators

Competency 10: Knowledge of and ability to follow health, safety, and emergency procedures of the district

N/A

- Helps maintain a safe environment
- Performs clerical tasks efficiently and effectively
- Is proficient in using equipment necessary for position
- Reinforces the instructional program as provided by the certificated staff
- Follows district emergency procedures to assure student safety in hazardous or disaster situations
- Maintains appropriate records concerning health and safety, according to the duties of the position
- Works with students and staff wherever assigned

COMMENTS:

PROFESSIONALISM

Competency 4: Ability to practice ethical, professional, and legal standards of conduct, including the requirements of confidentiality

Competency 5: Ability to communicate with colleagues, follow instructions, and use problem-solving and other skills that will enable the paraeducator to work as an effective member of the instructional team

Competency 7: Knowledge of the legal issues related to the education of students with disabilities and their families

N/A

- Complies with district/school/classroom policies, rules and legal requirements by showing respect for the legal and human rights of others and by protecting the welfare and safety of students
- Complies with confidentiality requirements for educational and medical records
- Maintains ongoing communication with the instructional team by participating and contributing at meetings, listening and questioning for clarification and expressing his/her own needs appropriately
- Respects the privacy and dignity of others and maintains healthy relationships within the school setting
- Displays effort toward continuous improvement
- Works cooperatively with others
- Displays a positive attitude
- Demonstrates flexibility
- Uses good judgment and operates within the policies and legal requirements of the position
- Anticipates what needs to be done and willingly does the task
- Carries out assigned duties responsibly in a timely manner

COMMENTS:

ATTENDANCE

- Adheres to schedule
- Maintains regular attendance
- Uses district protocol to report absences and request substitutes as needed

COMMENTS:

PROFESSIONAL DEVELOPMENT & GROWTH

Evidence of professional growth may include narrative comments regarding completion of competencies, level status, classes attended and/or areas of professional growth as appropriate

COMMENTS:

SUMMARY OF EVALUATION

COMMENTS:

EMPLOYEE COMMENTS (Optional):

SOURCES OF INFORMATION:

This employee's performance is: **Satisfactory** **Unsatisfactory**

Signature does not imply employee agrees with the evaluation, but only that it has been seen and discussed with the employee.

Employee's Signature

Date

Administrator/Evaluator Signature

Date