



Classroom Paraprofessional Evaluation

Employee: _____ Site: _____
 Date of Evaluation: _____ Date of Review: _____
 School Year: _____ Evaluator: _____

Total Score Divided by Number of Indicators			
4-Highly Effective	3-Effective	2-Minimally Effective	1-Ineffective
3.4 - 4.0	2.7 - 3.3	2.4 - 2.6	Below 2.4

Performance Indicator:				Score
1. Assists the teacher in the preparation and organization of instructional materials.				
Adapts and creates new strategies for unique student needs and situations	Prepares and organizes materials effectively and efficiently as assigned by the teacher.	Materials may be less than well done and/or not done according to directives.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.	
2. Assists the teacher with the instruction of students as assigned.				
Adapts and creates new strategies for unique student needs and situations	Assists the teacher by providing effective instruction and activities for assigned students.	Assists the teacher by providing instruction and activities for assigned students, but they may be less than effective.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.	
3. Assists the teacher in appropriate record keeping as determined by the classroom teacher.				
Adapts and creates new strategies for unique student needs and situations	Keeps accurate and up-to-date records and/or data as assigned by teacher.	Keeps records and data that may include some inaccuracies or may not always be up-to-date	Attempts to perform this activity but often does not actually complete or follow through with these attempts.	
4. Assists the teacher with student management, as assigned by the teacher, doing what is appropriate and within the legal limitations for classified employees.				
Adapts and creates new strategies for unique student needs and situations	Assists the teacher with effective student management, as indicated by training.	Does not always assist the teacher with student management in an effective manner.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.	
5. Assists the teacher or administrator in the supervision of students in activities outside the classroom, including recess, lunchroom, starting and ending of the day, hallway, and other activities.				
Adapts and creates new strategies for unique student needs and situations	Supervises students as assigned by teacher or administrator, using appropriate and effective techniques.	Assists with supervision, usually with appropriate and effective techniques, although there are occasional examples that are not effective.	Supervision is haphazard or ineffective techniques are employed and the supervision is not well executed.	
6. Performs any other job responsibilities deemed appropriate by the teacher and/or appropriate administrator.				
Adapts and creates new strategies for unique student needs and situations	Performs other job responsibilities in a timely and effective manner, as assigned by teacher or administrator.	Performs other responsibilities as assigned, but may complain or do so in an ineffective or delayed manner.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.	

7. Attendance			
Attendance is perfect.	Demonstrates high dependability by meeting or exceeding expected attendance expectations.	Attendance is within guidelines, but demonstrates a pattern of missed work or a pattern of using all sick days each year.	Attendance records show non-compliance with expectations.
8. Punctuality			
Arrives early on a regular basis and is never late.	Demonstrates high dependability by meeting expected punctuality expectations.	Occasionally late	Often late
9. Completes assigned work in scheduled time.			
Adapts and creates new strategies for unique student needs and situations	Demonstrates high dependability by completing all work in a reasonable amount of time as assigned or before expected time.	Most work is completed on time, but occasionally loses track of deadlines.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.
10. Demonstrates resourcefulness in performing assigned tasks			
Adapts and creates new strategies for unique student needs and situations	Uses initiative and resourcefulness in performing assigned tasks.	Needs specific instruction and occasional reminding for tasks; struggles with being resourceful with assigned tasks.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.
11. Displays ability to plan and organize.			
Adapts and creates new strategies for unique student needs and situations	Demonstrates strong organizational and planning skills.	Effective organizational and planning skills are not always demonstrated.	Attempts to perform this activity but often does not actually complete or follow through with these attempts.
12. Cooperates with supervising teacher/s, administrator/s and other staff.			
Is a recognized leader in helping others with this activity	Cooperates willingly, works well with others, provides strong contributions to a team.	Usually cooperative, usually works well with others, contributes occasionally to team plans.	Viewed as confrontational, less than willing to cooperate by team members.
13. Flexible; adapts to special situations.			
The paraprofessional is a recognized leader in helping others with this activity	Demonstrates flexibility and initiative in adapting to special situations.	Usually flexible, but occasionally shows difficulty adapting to special situations.	Viewed as quite rigid by other staff members, does not adapt well to change.
14. Relates well with school-aged and/or preschool children, teachers and members of the community.			
Is a recognized leader in helping others with this activity	Forms and promotes healthy relationships with students, staff members and others.	Most relationships are healthy, with an occasional conflict that doesn't interfere with job performance.	Occasional conflicts with students or staff interfere with job performance.
15. Maintains a positive and supportive attitude for the teacher, classroom and school.			
Is a recognized leader in helping others with this activity	Interacts with staff members, parents and students in a positive manner and helps extinguish negative conversations about others	Interacts in a positive manner with others, but does not help extinguish negative conversations about others.	Frequently displays a negative attitude to staff or students.
16. Adheres to district and school rules and procedures			
Is a recognized leader in helping others with this activity	Is aware of district and school rules and procedures and adheres to them	Is aware of district and school rules and procedures and may adhere to most of them, although complaints are made	Is aware of district and school rules and procedures but does not adhere to all of these rules and procedures
TOTAL SCORE			
TOTAL SCORE DIVIDED BY NUMBER OF INDICATORS			

Comments:

Suggestions for Improvement:

Evaluator's Signature

Employee's Signature

Date

Date

*TO THE EMPLOYEE: Your signature indicates that you have read this evaluation and have had the opportunity to discuss it with the evaluator. If you so desire you may prepare a written response (within ten {10} working days of this dated document) which will be attached to this evaluation.