

PARAEDUCATOR EVALUATION FORM

Paraeducator _____ Evaluator _____

Date _____

Brief description of Paraeducator's assignment _____

The paraeducator's performance is rated on each of the items based on the following scale.

E – Excels (Consistently met to an outstanding level).

P – Performs well (Consistently met to an acceptable and satisfactory degree.)

D – Developing (Shows evidence of developing to an acceptable or satisfactory level.)

N – Need improvement (Requires improvement if performance is to become acceptable or satisfactory.)

X – Not observed (Does not apply to this specific assignment.)

Rating Criteria Comments

Communication

- ___ 1. Uses appropriate and clear language.
- ___ 2. Responds appropriately to difficulties and seeks help from appropriate individuals.
- ___ 3. Communicates student needs or concerns to appropriate persons.
- ___ 4. Respects confidentiality and demonstrates discretion.
- ___ 5. Maintains clear and accurate records.
- ___ 6. Communicates appropriately and respectfully with students.
- ___ 7. Communicates appropriately and respectfully with co-workers.

Responsiveness to Student Needs

- ___ 1. Adjusts management style in response to student needs, ability levels, and maturity levels.
- ___ 2. Responds appropriately to difficulties and seeks help from appropriate individuals.
- ___ 3. Assists in adapting instructional activities and materials according to learner needs and individualized program.
- ___ 4. Recognizes strengths and abilities of students.
- ___ 5. Fosters student independence, socialization, and self-esteem - accepts & respects students.
- ___ 6. Suggests relevant ideas or changes to student support when appropriate.
- ___ 7. Demonstrates interest and enthusiasm.
- ___ 8. Demonstrates initiative.
- ___ 9. Demonstrates the ability to work independently.
- ___ 10. Demonstrates effective strategies for management of student behavior.

Work Relationships

- 1. Follows written or oral plans and instructions, seeking clarification as needed.
- 2. Demonstrates flexibility to changes in schedules, plans, assignments, and so forth.
- 3. Participates effectively as a team member.
- 4. Responds appropriately to input and direction from teachers and other team members.
- 5. Contributes to staff or team meetings (if requested to attend).
- 6. Maintains composure under pressure.
- 7. Demonstrates proficiency in academic skills, including oral and written communication.

Responsibility

- 1. Follows through on directions and student program requirements.
- 2. Responds appropriately to, and acts on, constructive feedback.
- 3. Adheres to classroom, school, and district policies and procedures.
- 4. Demonstrates punctuality and regular attendance.

Overall rating: Circle one.

EXCELS

PERFORMS WELL

DEVELOPING

NEEDS IMPROVEMENT

Comments: _____

Plan for Improvement: _____

Paraeducator response: _____

Evaluator's signature _____ **Date** _____

Paraeducator's signature _____ **Date** _____

The paraeducator's signature indicates that this evaluation was reviewed and does not necessarily imply agreement with the evaluation.

Reviewed by _____ **Date** _____