

South Eastern Special Education

Paraprofessional Performance Evaluation & Final Evaluation Score Sheet

Employee _____

Date of Evaluation _____

Evaluator _____

“All areas will be averaged together for a total summative rating of satisfactory or unsatisfactory”

Scoring: average score of all twenty-one skills should be 1.7 or higher for a satisfactory rating OR four or more unsatisfactory ratings in one category results in an unsatisfactory rating.

Performance Skill	Unsatisfactory (1)	Satisfactory (2)	Comments/Recommendations
Category: Dependability & Reliability			
1. Arrives and departs from work per contract regulations and assigned schedule.	<ul style="list-style-type: none"> ● Arrives late (5-10 min.) on more than 2 occasions in an academic quarter (excluding emergency occasions). ● Not ready to start work at assigned time. ● Fails to notify supervisor of any change regarding arrival or departure. 	<ul style="list-style-type: none"> ● Follows 6 ½ hour day as assigned by supervisor. ● Supervisor approves any changes regarding arrival or departure. 	
2. Is regular and dependable in attendance (Past 180 days).	<ul style="list-style-type: none"> ● Employee is absent 10 or more days in the last 180 days (excluding approved extended leaves). ● Excessive absences that impact classroom staff and interrupt the education of students or functioning of the classroom (excluding approved extended leaves). 	<ul style="list-style-type: none"> ● Employee is absent 0-9 days in last 180 days (excluding approved extended leaves). ● Regular attendance that allows for effective education of students or uninterrupted functioning of the classroom. (excluding approved extended leaves). 	

<p>3. Demonstrates self-initiative and time management skills while assisting students during the daily routine.</p>	<ul style="list-style-type: none"> ● Requires repeated prompting to begin schedule. ● Does not assist or requires prompting to assist students. ● Misuses downtime or is regularly checking personal electronic devices. 	<ul style="list-style-type: none"> ● Begin and maintain classroom schedule. ● Assist students with daily schedule. ● Provide assistance with arrival/departure if necessary. ● Uses downtime efficiently. 	
<p>4. Dresses appropriately and follows assigned district dress guidelines.</p>	<ul style="list-style-type: none"> ● Dresses inappropriately or unsafely for activity, age-range, function, school-wide theme, setting, job requirements and district guidelines. 	<ul style="list-style-type: none"> ● Dress is appropriate for activity, age-range, function, school-wide theme, setting, job requirements and district guidelines. 	
<p>5. Implements practices that ensure the safety and well-being of all students.</p>	<ul style="list-style-type: none"> ● Does not support age/functioning level to foster independence.. ● Does not follow behavior plan. ● Does not follow visitor policy guidelines. ● Does not follow visitation/custodial procedures for students. ● Does not follow allergies/food sensitivities policies. ● Does not follow legal restrictions for students. ● Does not follow mandated reporting policies. 	<ul style="list-style-type: none"> ● Supports age/functioning level to foster independence. ● Follows behavior plan. ● Follows visitor policy guidelines. ● Follows visitation/custodial procedure for students. ● Follows allergies/food sensitivities policies. ● Follows legal restrictions for students. ● Follows mandated reporting policies. 	
<p>6. Follows instructions of educator/licensed medical service provider</p>	<ul style="list-style-type: none"> ● Does not follow or fully follow educator/licensed medical service provider instructions in working with/caring for students, preparing materials and/or supervising students. ● Does not voice concerns about certified personnel instructions to appropriate personnel. 	<ul style="list-style-type: none"> ● Follows educator/licensed medical service provider instructions in working with/caring for students, preparing materials and/or supervising students. ● Seeks supervisory input if has concerns regarding the appropriateness of teacher requests. 	
<p>7. Follows instructions of</p>	<ul style="list-style-type: none"> ● Does not follow or fully follow 	<ul style="list-style-type: none"> ● Follows teacher instructions in 	

supervisor.	<p>teacher instructions in working with/caring for students, preparing materials and/or supervising students.</p> <ul style="list-style-type: none"> Does not seek input from the Director if has concerns regarding the appropriateness of supervisor requests. 	<p>working with/caring for students, preparing materials and/or supervising students.</p> <ul style="list-style-type: none"> Seeks input from the Director if has concerns regarding the appropriateness of supervisor requests. 	
			Dependability & Reliability Score:
Category: Tasks			
1. Completes assigned paperwork in efficient and timely manner.	<ul style="list-style-type: none"> Does not submit request for personal time off 24 hours in advance or does not submit absence request by 6:30AM, unless emergency situation arises. Does not complete requested SESE required forms as requested. Does not complete or partially completes progress monitoring/tracking documentation when requested (goal tracking, behavior plan monitoring, assessments, home-school communications, point sheets, charting). 	<ul style="list-style-type: none"> Submits absence request by 6:30 AM, unless emergency situation arises. Submits request for personal time off 24 hours in advance, unless emergency situation arises. Completes requested SESE required forms as requested. Completes progress monitoring/tracking documentation when requested (goal tracking, behavior plan monitoring, assessments, home-school communications, point sheets, charting). 	
2. Assists with preparation and modification of teaching materials as directed by the teacher.	<ul style="list-style-type: none"> Does not prepare materials or complete modifications to a high standard. Does not prepare material or complete materials in a timely manner. Does not seek supervisory input regarding unrealistic timelines. 	<ul style="list-style-type: none"> Prepares materials or completes modifications to a high standard. Prepares material or completes materials in a timely manner. Seeks supervisory input regarding unrealistic timelines. 	
3. Actively provides instruction	<ul style="list-style-type: none"> Does not deliver instruction with 	<ul style="list-style-type: none"> Delivers instruction with fidelity 	

<p>under the direct/indirect supervision of a licensed professional educator/licensed medical service provider to students during all parts of daily schedule including lunch, recess, PE, center time, small and large group activities.</p>	<p>fidelity (following manual instructions).</p> <ul style="list-style-type: none"> • Does not follow goals as written on the IEP (social, adaptive and behavioral). • Does not follow written programs developed by itinerant service providers regarding modifications, programming and accommodations. 	<p>(following manual instructions).</p> <ul style="list-style-type: none"> • Follows goals as written on the IEP (social, adaptive and behavioral). • Follows written programs developed by itinerant service providers regarding modifications, programming and accommodations. 	
<p>4. Displays consistency and organizational skills when working with students and completing daily required tasks.</p>	<ul style="list-style-type: none"> • Completes required tasks with frequent reminders. • Has all required materials/equipment/manipulatives /supplementals required to complete the task with frequent reminders. 	<ul style="list-style-type: none"> • Completes required tasks of the time without frequent reminders. • Has all required materials/equipment/manipulatives/supplementals required to complete the task without frequent reminders. 	
<p>5. Assists with changing student diapers, student personal hygiene and independent functioning as assigned.</p>	<ul style="list-style-type: none"> • Does not assist with diapering, cleaning of self or area, bathing, eating, feeding, tube feeding, brushing teeth, dressing, mobility as assigned. • Does not seek supervisory input regarding safety concerns. <ul style="list-style-type: none"> • Does complain about or avoid assigned changing duties. 	<ul style="list-style-type: none"> • Assists with diapering, cleaning of self or area, bathing, eating, feeding, tube feeding, brushing teeth, dressing, mobility as assigned. • Seeks supervisory input regarding safety concerns. • Does not complain about or avoid assigned changing duties. 	
<p>6. Follows safety and health procedures.</p>	<ul style="list-style-type: none"> • Does not use gloves when dealing with biohazards or other contagious health conditions. • Does not use safety equipment when dealing with violent students. • Uses non-approved lifting techniques without prior approval. • Does not demonstrate the knowledge of proper restraint techniques. 	<ul style="list-style-type: none"> • Uses gloves when dealing with biohazards or other contagious health conditions. • Uses proper methodologies in physical restraints (TCI or Safety Care). • Demonstrates the knowledge of proper restraint techniques. • Possesses adequate physical strength to accomplish restraints of student. • Seeks supervisory input if 	

	<ul style="list-style-type: none"> Does not possess adequate physical strength to accomplish restraint of student. 	<p>limitations are present.</p> <ul style="list-style-type: none"> Utilizes a two-man lift in transferring students as recommended. 	
7. Implements behavior strategies in a controlled yet effective manner.	<ul style="list-style-type: none"> Engages in verbal power struggles with students. Does not request a break when needed to regain composure or allow student to regain composure. Does not deliver reinforcers as scheduled. Does not chart behavior consistently. Does not develop materials consistent with plan. Does not use positive communications with students, praise, prompts, redirections. 	<ul style="list-style-type: none"> Uses a calm voice when making requests of students. Requests a break when needed to regain composure or allows students time to gain composure. Delivers reinforcers as scheduled. Charts behavior consistently. Develops materials consistent with plan. Uses positive communications with students, praise, prompts, redirections. Uses supplemental aids to enhance learning. 	
			Tasks Score:
Category: Attitude and Personal Qualities			
1. Displays a positive attitude toward, displays respect for, and works well with co-workers, administration, & district staff.	<ul style="list-style-type: none"> Demonstrates negativity, frequently complains, criticizes co-workers, administration and district staff on a regular basis. 	<ul style="list-style-type: none"> Displays a high level of camaraderie with co-workers, administration, and district staff. Makes positive comments to co-workers, administration and district staff. Compliments co-workers, administration and district staff. 	
2. Displays a positive attitude and interacts with all students in a compassionate and respectful manner.	<ul style="list-style-type: none"> Does not greet student or greets student with negative tone. Is disrespectful during interactions with students. Demonstrates little or no knowledge of student's life or interests outside 	<ul style="list-style-type: none"> Greets students in a friendly manner. Is respectful during interactions with students. Stresses the importance of education/graduation/being 	

	<p>of school.</p> <ul style="list-style-type: none"> ● Appears disinterested or distant from students. ● Criticizes students. ● Is disrespectful in interactions with students. ● Is disinterested in the student's needs or problems. ● Does not attempt to comfort students or ignores students when they are in distress. 	<p>successful in the future.</p> <ul style="list-style-type: none"> ● Demonstrates a knowledge of student's life or interests outside of school. ● Develops a bond/rapport with students. ● Praises and compliments students. ● Is respectful in interactions with students. ● Demonstrates a knowledge of a student's needs and seeks other resources to meet these needs. ● Attempts to comfort students when they are in distress. 	
3. Takes constructive criticism positively.	<ul style="list-style-type: none"> ● Is resistant to embrace suggestions into daily routine. ● Displays a negative attitude when given suggestions. ● Only offers complaints without suggestions for improvement. 	<ul style="list-style-type: none"> ● Incorporates suggestions into daily routine. ● Displays a good attitude when given suggestions. ● Offers suggestions for improvement in own job performance or program. 	
4. Seeks out answers to questions and concerns in a positive manner with teacher, itinerants, and supervisor.	<ul style="list-style-type: none"> ● Does not initiate contact with teachers, itinerants and supervisors in a variety of methods. ● Is negative and critical in communicating concerns and questions. 	<ul style="list-style-type: none"> ● Contacts teachers, itinerants and supervisors in a variety of methods. ● Is positive in communicating concerns and questions. 	
5. Shows a desire to grow professionally by attending in-services, meetings, and by accessing information and resources provided by teachers and supervisors.	<ul style="list-style-type: none"> ● Is resistant to incorporate new curriculum or methodologies into daily routine. 	<ul style="list-style-type: none"> ● Is eager to learn about a new methodology or curriculum. ● Seeks out opportunity to grow professionally (attends training days, etc.). 	
6. Exercises a high degree of discretion regarding	<ul style="list-style-type: none"> ● Is not discrete when communicating information about students. ● Is unable to maintain student's 	<ul style="list-style-type: none"> ● Is discrete when communicating information about students. 	

confidentiality of information.	confidentiality while communicating in a positive manner. <ul style="list-style-type: none"> ● Is unable to determine what information is appropriate to disclose (Use safety of student and others as guide). 	<ul style="list-style-type: none"> ● Is able to maintain student's confidentiality while communicating in a positive manner. ● Is able to determine what information is appropriate to disclose (Use safety of student and others as guide). 	
7. Demonstrates willingness to perform other duties as requested by Director or Supervisor.	<ul style="list-style-type: none"> ● Refuses to perform other duties as requested by Director or Supervisor. 	<ul style="list-style-type: none"> ● Is willing to perform other duties as requested by Director or Supervisor with a positive attitude. ● Seeks input from the Director/Supervisor if has concerns regarding the appropriateness of supervisor/teacher requests 	
			<u>Attitude and Personal Qualities Score:</u>

Additional Notes:

Your Summative Rating Score:

Satisfactory 2.0-1.7

Unsatisfactory ≤ 1.6

Employer's Signature _____ Date _____

Return receipt by the employee indicates electronic signature. I understand that my signature merely acknowledges that I have examined the score sheet, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.