



CLASSIFIED EMPLOYEE EVALUATION - PARAPROFESSIONAL

		Date:	Click here to enter a date.
Employee Name:	Click here to enter text.	Employee No:	Click here to enter text.
Location/Department:	Click here to enter text.		
Position Title:	Paraprofessional		
Reason for Evaluation:	<input type="checkbox"/> Annual	<input type="checkbox"/> Probationary	<input type="checkbox"/> Other

	Exceeds Expectations	Meets Expectations	*Needs Improvement	Not Applicable
Work Habits				
1. Attendance <i>Attends work daily, arrives and leaves at appropriate times. Complies with district and department processes and procedures around the use of leaves.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appearance <i>Appearance and attire is professional, safe and appropriate for assigned work.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Efficiency <i>Tasks are organized and completed efficiently. Materials are organized and used efficiently.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiative <i>Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Organization <i>Tasks are organized, prioritized and planned out. Materials, equipment and work area are clean, organized and ready.</i>				
6. Relationships, Communication and Professionalism <i>Develops effective working relationships. Represents district values in relationships, communication and professionalism with all stakeholders.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Comments *Needs Improvement rating requires explanation.

	Exceeds Expectations	Meets Expectations	*Needs Improvement	Not Applicable
Essential Job Functions				
1 Assists students in all aspects of classroom instruction and other skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Works with students individually, in small groups, or whole group to reinforce and re-teach basic learning and implement programs assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Assists professional staff in the administration and correction of classroom exercises, tests and assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5	Assists with record-keeping procedures to document student learning and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Assists all students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Assists teacher with parent contact, as requested, to foster effective and participatory parent involvement in student education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Participates in IEP process and serves as a resource for the student personnel evaluation team as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Assist students with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities (toileting, feeding, maneuvering, hygiene, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Maintains confidentiality of information regarding students, employees and others and complies with all district policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Assists with fostering independence, socialization, and self esteem for all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments *Needs Improvement rating requires explanation.					

Employee Comments			
Signatures			
	Principal		Click here to enter a date.
Evaluator Name (print)	Position Title	Evaluator Signature	Date
Employee Name (print)	Employee Signature		Date
*I understand my signature signifies I have read the material to be filed. It does not indicate my agreement with its content. I understand I have the right to respond in writing per the OAPSE Negotiated Agreement. My response will be attached to the form in my file.			

Copies: 1 to employee, 1 to evaluator/supervisor, original to Central Office