

**STANDARDS FOR QUALITY PROFESSIONAL PRACTICE
PARAEDUCATOR AND OTHER EDUCATIONAL SUPPORT**

Name:

Position:

Location:

Evaluation Period From:

To:

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Probationary

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Annual

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently performs duties with minimal supervision; Takes initiative; self-directed; anticipates future work needs; Seeks to enhance the position and work environment; Completes tasks in a timely manner; Accepts new or different conditions; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positively communicates with colleagues; Uses effective communication skills with staff and students; Appropriately communicates with/responds to parents; Responds to e-mails in a timely manner; Follows written and verbal directions; Uses appropriate problem solving and communication skills to work as an effective member of the instruction/building team; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides positive behavioral support and management of students; Provides appropriate strategies and techniques to provide instructional support in teaching and learning as developed by the certificated staff; Keeps accurate data records on student progress as outlined by certificated staff; Uses technology to assist teaching and learning; Applies new knowledge and skills obtained through staff development trainings; Has knowledge of, and ability to follow, required health, safety and emergency procedures; Implements appropriate techniques acquired through trainings regarding the health and safety needs of students, including toileting and personal care when needed; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the instructional program and work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; Consistently follows assigned schedule; 	Comments/Goals:		
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Has completed required competencies and mandatory trainings; Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours; Saves personal tasks for outside of work time; Exhibits a positive attitude and enthusiasm; Seeks professional growth opportunities as it pertains to job assignment; Maintains regular attendance and active participation at building/department meetings and trainings; Acts as a positive role model for students, including appropriate dress and appearance; Accepts and responds appropriately to feedback; 	Comments/Goals:		
Other Comments:			

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature: _____ *Date:* _____

Evaluator Signature: _____ *Date:* _____

Employee Statement attached: ☐ Yes ☐ No