

Instructional Assistant, Special Education ParaProfessional Staff Evaluation

Employee's Name:

Date:

Grade Level and Class Observed:

Type of Evaluation: _____ Formal _____ Informal

Key: Exemplary and Accomplished (Indicates performance goes beyond expectations), **Proficient** (-Meets performance standards), **Partially Proficient** (Performance is at a basic level and improvement is expected), and **Non-Proficient** (Needs to improve immediately).

Instructions: Evaluators will use the attached rubric to determine employee level of performance. Evaluators will circle appropriate score. A written response is requested for each section. An overall score of Non- Proficient or Partially Proficient requires an Improvement Plan. Complete this evaluation two (2) times yearly.

This evaluation form contains the following sections:

- | | |
|--|---|
| I. Rubric of Performance Levels | V. Signature(s) of Evaluator(s) |
| II. Evaluation Scoring/Rating Form | VI. Self Appraisal Form (1 st Semester) |
| III. Summary of Strengths and Improvements | VII. Self Appraisal Form (2 nd Semester) |
| IV. Employee Comments | VIII. Summative Evaluation |

Section I: Rubric of Performance Levels

Instructions: Use the rubric to determine employee’s performance level for each area listed.

Category	Non Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
Description of Performance	Evidence shows that employee fails to meet required competency. Evaluator's comments are added for clarification.	Evidence shows that employee struggles to meet required competency. Employee is willing and able to correct deficiency through training and coaching.	Employee meets basic requirements and expectations as described. Can be used as a starting point until evidence proves otherwise.	Evidence demonstrates that employee is Proficient enough to mentor or lead others. Exceeds expectations but is not yet a master in the category.	Evidence demonstrates that employee is a master in the organization. Sets the bar for performance and takes ownership without direction from teacher(s).

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I. Resiliency-Spirit	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
A). Demonstrates a positive attitude and has a resiliency with children which includes respect and sensitivity for cultural differences.	*Does not meet Partially Proficient level. See comments below.	*Attitudes cause tension with respective team members and affects relationship with students *Minimal respect or sensitivity towards cultural differences of staff or students	*Has pleasant attitude and develops positive relationships with students	*Easy and pleasant to work with *Works well with students and maintains positive relationships with students *Demonstrates compassion and caring for student development	*Sets standard of professional behavior and attitude *Positive and uplifting attitude *Demonstrates exceptional compassion and caring for student development
B). Presents a well groomed professional appearance and wears attire appropriate to job function	*Does not meet Partially Proficient level. See comments below.	*Dress, appearance, or personal hygiene is not appropriate for the learning environment	*Meets dress code or expectations of appearance and personal hygiene	*Dress, appearance and personal hygiene presents a positive image	*Sets standard for Dress, appearance and personal hygiene
C). Manages Time (Daily Attendance/ tardiness, arrives promptly to work with students/groups)	*Does not meet Partially Proficient level. See comments below.	*Daily absences or tardiness exceeds total number of allowable leave days *Is periodically late to work with students/groups	*Consistent and reliable attendance * Daily absences or tardiness is less than (50% or less) allowable number of leave days- unless absences are pre-approved (eg. PTP leave). * Is on time to work with students/groups	*Consistent and reliable attendance (80% or better) unless absences are pre-approved-(eg. PTO leave) *Daily absences or tardiness: Rarely is late or tardy * Very dependable, on time to work with students	*Consistent and reliable attendance- (90% or better) unless absences are pre-approved-eg. PTO leave *Daily absences or tardiness: Never *Always on time to work with students/groups

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	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
D). Job Competence:	*Does not meet Partially Proficient level. See comments below.	* Meets at least 1 job requirement and is working to meet it. * Performing at a novice level in the field	*Meets minimum job requirements of the job description and is striving to be on par with best practices. * Performing at a competent level in the field	* Meets all required job requirements. * Can train or lead others. *Can perform as a mentor and trainer in the field	*Meets all required job requirements. *Performs as a master and recognized expert in the field *Is involved in additional school activities that promote school culture/values

Comments/Recommendations:

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II. Instructional Performance	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
A). Direct Observation: Demonstrates ability to work/instruct with assigned students in large/small groups	*Does not meet Partially Proficient level. See comments below.	* Maintains student behavior or focus at a minimal level *Attempts to follow or implement planned teacher activity	* Maintains student behavior or focus *Is able to follow or implement planned teacher activity with fidelity	* Uses behavior techniques or strategies to maintain student engagement * Implements planned teacher activity and has ability to expand upon activity to meet student need *Assists teacher or others with coordination of activities without direction	* Uses behavior techniques or strategies to maintain student engagement *Is able to independently implement additional components of planned teacher activity to meet student need

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	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (4)	Exemplary (4)
B). Maintains and documents paperwork/data where required (ie. assessment, daily tracking, etc.)	*Does not meet Partially Proficient level. See comments below.	*Maintains or completes paperwork/data with continuous intervention by teacher/supervisor *Requires frequent coaching and monitoring	*Is able to maintain or complete paperwork/data with minimal coaching or monitoring *Minimal coaching or monitoring is needed	*Independently maintains or completes paperwork/data *Consults teacher/Supervisor with little to no directive *Initiates ideas to make paperwork/data completion more efficient	*Initiates and maintains or completes paperwork/data *Does not need to consult with teacher/Supervisor, is able to complete with no directive * Independent creation of paperwork/data; completion is trusted by teacher(s)
C). Demonstrates ability to work with minimal supervision in assigned tasks/duties (includes following directions to complete tasks accurately, effectively, and efficiently)	*Does not meet Partially Proficient level. See comments below.	*Work requires checks and corrections more than 2 times/wk. *Decisions are inconsistent with vision, mission, and value statements more than 2 times/wk * Limited problem solving abilities * Policy or procedure compliance is minimal	*Seldom requires close supervision and checks and corrections *Generally makes decisions consistent with vision, mission, and value statements with few exceptions (less than 1 time/month) *Complies with policies	*Does not require checks and corrections except for about 1-2 times semiannually *Makes decisions consistent with vision, mission, and values *Complies with policies	*Does not require checks and corrections *Consistently makes good decisions in line with policies, vision, mission, and value statements *Complies with policies

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	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
D). Exhibits flexibility and shows willingness to learn and develop new skills (ie. professional development).	* Does not meet Partially Proficient level. See comments below.	*Participate in professional/personal growth activities is minimal * Needs regular coaching and feedback for work performance	*Demonstrates ability to do expected duties and voluntarily participates in professional/personal growth activities	*Demonstrate willingness and ability to do more than expected *Actively participates in professional/growth activities to improve job results	*Demonstrates willingness, ability to exceed organizational expectations *Takes ownership to promote participation in professional or personal growth activities to limit of capacity
E). Accepts constructive input and takes corrective measures where appropriate	*Does not meet Partially Proficient level. See comments below.	*Adjustments or improvements are inconsistently made during given time frame	*Accepts feedback readily *Suggests ways to improve work environment and performance *Tests ideas and makes adjustments and improvements based on results	*Encourages brainstorming of new ideas and feedback on performance results * Readily collaborates to solve problems	*Leads improvement initiatives, thereby promoting collaboration and encouragement *Generates solutions and evaluates results

Comments/Recommendations:

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III. Teamwork and Communication Skills	Non-Proficient (0)	Partially Proficient (1)	Proficient (2)	Accomplished (3)	Exemplary (4)
A). Demonstrates courteous and respectful behavior to staff and students	*Does not meet Partially Proficient level. See comments below.	*Collaboration and work relationships are at a minimal level with staff *Relationships with staff and students are minimally positive	*Has pleasant attitude and maintains a positive relationship with staff and students	*Develops strong relationships with staff and students. *Assist others with resolving relationship issues	*Sets standard of professional behavior and attitude *Always has a positive and uplifting attitude *Able to resolve relationship issues without direction
B). Communicates effectively with co-workers, teachers, students, supervisors, and parents	*Does not meet Partially Proficient level. See comments below.	* Meets infrequently with teachers or other team members, needs reminders for participation in team meetings * Has difficulty communicating information to teachers or others	*Meets regularly with teacher and others * Communicates information accurately to teacher or others	*Initiates communication with teachers, co-workers, students, supervisors and parents (if appropriate) *Communication is appropriate and professional	*Communication skills help drive team to successfully make improvements
C) Team Player: Demonstrates flexibility when directed to work with other staff or grade levels.	* Does not meet Partially Proficient level. See comments below.	*Collaboration and work relationships are at a minimal level with staff and students *Rarely contributes to team activities * Requires direct instruction from teacher or others to complete activities	*Works collaboratively *Supports and actively participates with other staff or grade levels *Supports and actively participates in team improvement efforts *Can adjust in order to meet other staff or grade level needs	*Has demonstrated ability and willingness to take the lead in helping the team	*Can influence others to reach maximum capabilities

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	Fail				Pass
D). Maintains confidentiality regarding student information and programming	*Consistently and openly violates confidentiality by sharing non privy information to non-authorized persons				*Maintains confidentiality within approved/authorized persons

Comments/Recommendations:

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Section II (Evaluation Scoring/Rating Form)

Instructions: Please refer to the rubric for details. Circle the appropriate score based on what the employee was rated as (ie. Demonstrates positive attitude= Meets expectations=score of 3). Please do this for all items. Total the number of points using the scale located at the end of the section. Total number of points determines overall rating (ie. 75 points=Exemplary).

	Non Proficient	Partially Proficient	Proficient	Accomplished	Exemplary
*Demonstrates a positive attitude	0	1	2	3	4
*Presents a well-groomed professional appearance	0	1	2	3	4
*Manages Time	0	1	2	3	4
*Job Competence	0	1	2	3	4
*Direct Observation	0	1	2	3	4
*Maintains and documents paperwork/data	0	1	2	3	4
*Demonstrates ability to work with minimal supervision	0	1	2	3	4
*Exhibits flexibility and shows willingness to learn	0	1	2	3	4
*Accepts constructive input and takes corrective measures	0	1	2	3	4
*Is able to implement lunchroom expectations	0	1	2	3	4
*Is able to implement playground rules/expectations	0	1	2	3	4
*Is knowledgeable of and implements Twin Peaks Charter Academy PBIS expectations	0	1	2	3	4
*Performs under pressure	0	1	2	3	4
*Demonstrates courteous and respectful behavior	0	1	2	3	4
*Communicates effectively	0	1	2	3	4
*Team Player: Demonstrates flexibility	0	1	2	3	4
*Maintains confidentiality	Fail				Pass

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Category	Point Range
Non Proficient	0-16 points
Partially Proficient	17-31 points
Proficient	32-50 points
Accomplished	51-60 points
Exemplary	61-68 points

Instructions: Calculate number of points based on rubric and scoring form. Total the number of points. Use the table above to determine overall rating performance. Record total score and results below.

Total points scored: _____

Results:

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Section III. Summary of Strengths and Improvements

Instructions: Please summarize strengths and areas of improvement, including any supporting comments.

Summary of Strengths:

Summary of Areas of Improvement:

Twin Peaks Charter Academy
340 S. Sunset Street, Longmont, CO 80501

T-GCOA-E-6

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Section IV: Employee Comments

Record employee comments and/or thoughts:

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Section V. Signature(s) of Evaluator(s)

Employee's Signature

Date

(Your signature only denotes that you have received this document and does not necessarily indicate your agreement with this action)

Evaluator's Signature

Date

Evaluator's Signature

Date

Evaluator's Signature

Date

Evaluator's Signature

Date

Administrator's Signature

Date

Adherence to this policy does not guarantee employment.

06/04/2015

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Section VI: Self Appraisal Form (1st Semester)

Employee: _____

Date: _____

The questions below are designed to be discussed during the appraisal session with your supervisor. They will be used in conjunction with the Paraprofessional Performance Review and Evaluation. Please fill this out prior to the appraisal session with your supervisor.

1. What do you consider to be the important abilities which your job requires?
2. What are ways in which your supervisor can help you do a better job?
3. In what aspects of your job do you feel you need more training and experience?
4. What are your professional goals and how do you plan to reach them?
5. Describe a goal(s) you set for this year.
6. Are you on track to meet the goal(s)?

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Section VII: Self Appraisal Form (2nd Semester)

Employee: _____

Date: _____

The questions below are designed to be discussed during the appraisal session with your supervisor. They will be used in conjunction with the Paraprofessional Performance Review and Evaluation. Please fill this out prior to the appraisal session with your supervisor.

1. What are some aspects of your job that you like the best? That you like the least?
2. What are ways in which your supervisor can help you do a better job?
3. In what aspects of your job do you feel you need more training and experience?
4. What do you feel are the strengths, highlights, or accomplishments of the school year?
5. Ask yourself-Are you on target to meet your goal(s) you set at the beginning of the year? Do you need to reevaluate your goal(s)? If so, how will you adjust to meet the goal(s)?

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Section VIII: Summative Evaluation

(for IAs or Paras scoring "Non- Proficient" or "Partially Proficient")

Instructional Assistant/SPED Para: _____ Date: _____

Assignment: _____ Newly Hired _____ (1st, 2nd, 3rd yr) Experienced _____ Years in Building: _____

Evaluation Type: _____ Standard _____ Cooperative _____ Combination (Standard/Cooperative)

Sources of Data:

_____ Professional Growth Plan _____ Conferences _____ Formal Observations # _____ _____ Other Artifacts
 _____ Pre-Year Conference _____ Written Documentation _____ Informal Observations # _____

Description of Performance:

I. Resiliency and Spirit

	Non-Proficient	Partial Proficient	Proficient	Accomplished	Exemplary
Demonstrates a positive attitude and resiliency which includes respect and for cultural differences					
Presents well groomed appropriate dress for job function					
Manages Time: (Daily attendance/tardiness), is prompt to work with students					
Job Competence					

Comments:

Adherence to this policy does not guarantee employment.

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II. Instructional Performance

	Non-Proficient	Partial Proficient	Proficient	Accomplished	Exemplary
Direct Observation: Demonstrates ability to work/instruct with assigned students					
Maintains and documents paperwork/data					
Demonstrates ability to work with minimal supervision is assigned tasks/duties					
Exhibits flexibility and shows willingness to learn and develop new skills					
Accepts constructive input and takes corrective measures					

Comments:

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III. Teamwork and Communication

	Non-Proficient	Partial Proficient	Proficient	Accomplished	Exemplary
Demonstrated courteous and respectful behavior to staff and students					
Communicates effectively with co-workers, teachers, students, supervisors and parents					
Team Player: Demonstrates flexibility when directed to work with other staff or grade level					
Maintains confidentiality regarding student information and programming					

Comments:

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Narrative Summary (Optional)

Instructional Assistant/SPED PARA: _____ Date: _____
Building Administrator: _____

Instructional Assistant/SPED PARA

Date

Building Administrator

Date