

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**EDUCATIONAL PARAPROFESSIONAL**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. PLANNING / PREPARATION**

**Category Definitions**

1. Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and / or grouping materials supporting instructional activities pre-planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
3. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

**Source Code** (circle choices)

- |                               |                         |                           |   |                       |                          |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

**Rating Code** (circle one)

- |                |                   |           |                |             |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

**EDUCATIONAL PARAPROFESSIONAL (Continued)**

**2. ADMINISTRATIVE / MANAGEMENT**

**Category Definitions**

- 6. Manage time efficiently.
- 7. Provide student supervision, following appropriate training, as assigned.
- 8. Assist in maintaining the security of records, materials and equipment.
- 9. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- 10. Maintain a clean and orderly environment for students.
- 11. Check objective tests and mark errors (but not assign a grade).

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. ASSESSMENT / EVALUATION**

**Category Definitions**

- 12. Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers, and the maintaining confidential records.
- 13. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- 14. Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- 15. Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**EDUCATIONAL PARAPROFESSIONAL (Continued)**

**4. INTERVENTION / DIRECT SERVICES**

**Category Definitions**

- 16. Provide instructional assistance as planned or coordinated by the teacher or administrator.
- 17. Assist students with personal hygiene, health and safety issues, or grooming if required.
- 18. Use classroom management techniques conducive to an effective classroom environment.
- 19. Perform assigned clerical and bookkeeping duties.
- 20. Prepare and maintain requested / required reports and records.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**5. COLLABORATION**

**Category Definitions**

- 21. Work closely with teacher(s) or other professionals.
- 22. Assist in maintaining positive relationships between the school and parents.
- 23. Demonstrate support for teamwork.
- 24. Communicate effectively orally and in writing.
- 25. Collaborate with peers to create quality instructional environment.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**EDUCATIONAL PARAPROFESSIONAL (Continued)**

**6. STAFF DEVELOPMENT**

**Category Definitions**

- 26. Participate in training programs and inservice.
- 27. Assist peers in acquiring knowledge and understanding of particular area of responsibility.

**Source Code** (circle choices)

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**Rating Code** (circle one)

- Unsatisfactory
- Needs Improvement
- Effective
- Very Effective
- Outstanding

**7. PROFESSIONAL RESPONSIBILITIES**

**Category Definitions**

- 28. Maintain confidentiality regarding student information.
- 29. Use effective, positive interpersonal skills.
- 30. Demonstrate integrity through ethical behavior.
- 31. Perform job responsibilities in a timely and consistent manner.
- 32. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- 33. Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- 34. Perform other duties as assigned.

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**EDUCATIONAL PARAPROFESSIONAL (Continued)**

**8. STUDENT GROWTH / ACHIEVEMENT**

**Control Dimension**

- 35. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification to be served.
- 36. Assist the teacher in maintaining the records which document student performance.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made test, criterion and norm-referenced-standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the District and / or required by statutes or adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.**

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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EDUCATIONAL PARAPROFESSIONAL (Continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.
The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

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Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

Comments of the Evaluatee:

Blank lines for evaluatee comments.

This evaluation has been discussed with me: Yes No

Signature of Evaluatee Date

Comments of the Evaluator:

Blank lines for evaluator comments.

Signature of Evaluator Date