SCHOOL DISTRICT OF GADSDEN COUNTY

PERFORMANCE APPRAISAL

ESE SELF-HELP ASSISTANT

Name _____ **Position** _____

School / Dept. _____ **School Year** _____

1. SERVICE DELIVERY

Category Definitions

1. Assist the teacher by helping student dress themselves, eat, perform toileting and personal hygiene such as bathing, brushing teeth, etc.
2. Assist the teacher in helping students to develop fine motor skills, and socialization skills
3. Assist the teacher with physical, occupational, and/or music therapy
4. Provide first aid to students who have seizures or become ill
5. Assist the teacher with the supervision of students on field trips
6. Prepare snacks and special food as needed
7. Assist in maintaining an orderly and safe physical environment
8. Prepare materials for instructional use
9. Sanitize classroom materials as needed
10. Move students in and out of wheelchairs and positioning them as directed by the teacher and/or physical therapist
11. Assist the teacher with planning and data collection as needed

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

ESE SELF-HELP ASSISTANT (Continued)

2. ADMINISTRATIVE MANAGEMENT

Category Definitions
12. Manage time efficiently
13 Provide student supervision, following appropriate training, as assigned
14 Assist in maintain the security of records, materials and equipment
15 Assist the teacher in the enforcement of classroom rules

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

3. ASSESSMENT/EVALUATION

Category Definitions
16. Maintain a working knowledge state/federal laws and regulations related to special needs students
17. Assist the teacher in completing requirements for recording assessment results
18. Assist, as assigned, in the collection of assessment data from a variety of sources for the alternate assessment of student performance

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

ESE SELF-HELP ASSISTANT (Continued)

4. COLLABORATION

Category Definitions
19. Work closely with teacher(s) or other professionals
20. Assist in maintaining positive relationships between the school and parents.
21. Demonstrate support for teamwork
22. Collaborate with peers to create a quality learning environment
23. Communicate effectively orally and in writing

Source Code (circle choices)

G. Behavioral Event Interview	H. Direct Documentation	I. Indirect Documentation	J. Training Programs Competency Acquisition	K. Evaluatee Provided	L. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

5. STAFF DEVELOPMENT

Category Definitions
24. Participate in workshops, conferences, and meetings as assigned
25. Assist peers in acquiring knowledge and understanding of particular are of responsibility

Source Code (circle choices)

M. Behavioral Event Interview	N. Direct Documentation	O. Indirect Documentation	P. Training Programs Competency Acquisition	Q. Evaluatee Provided	R. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

ESE SELF-HELP ASSISTANT (Continued)

6.PROFESSIONAL RESONSIBILITIES

Category Definitions

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

Source Code (circle choices)

S.	Behavioral Event Interview	T.	Direct Documentation	U.	Indirect Documentation	V.	Training Programs Competency Acquisition	W.	Evaluatee Provided	X.	Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

7. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(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)

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

ESE SELF-HELP ASSISTANT (Continued)

8. 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.

(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)

| 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 |

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:
_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____ No _____

_____
Signature of Evaluatee   **Date**

Comments of the Evaluator:
_____
_____
_____

_____
Signature of Evaluator   **Date**