

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**EDUCATIONAL PARAPROFESSIONAL**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 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.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 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).

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 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.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 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.

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**5. COLLABORATION**

- \_\_\_\_\_ 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.

**6. STAFF DEVELOPMENT**

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

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 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.

**8. STUDENT GROWTH / ACHIEVEMENT**

INDICATORS

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 40. The accurate and timely filing of all school reports
- \_\_\_\_\_ 41. The completion of required professional development services.
- \_\_\_\_\_ 42. The analyzing and reporting of the results of the School Improvement teams efforts on student performance.
- \_\_\_\_\_ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

EDUCATIONAL PARAPROFESSIONAL (Continued)

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DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

Informal Observations

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Signature of Evaluator / Date)