

SCHOOL DISTRICT OF GADSDEN COUNTY

ESOL EDUCATIONAL PARAPROFESSIONAL

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Assist in preparation of appropriate materials.
2. Gain knowledge of each LEP student’s academic history, first and second language proficiency, family background, and any other information that would establish a working relationship with the student.
3. Create and maintain a schedule of time spent with each student.

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

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 4. Assist in keeping track of all ESOL students.
- 5. Translate / interpret for students, their families, and school personnel.

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

- 6. Assist classroom teachers in the development and use of appropriate alternative assessments.
- 7. Discuss specific student progress with teachers.

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
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- Effective
- Very Effective
- Outstanding

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 8. Assist students in language arts to enhance English proficiency.
- 9. Assist students in mathematics, science, social studies and computer literacy to enhance content knowledge and English proficiency.

Source Code (circle choices)

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

Rating Code (circle one)

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

5. COLLABORATION

Category Definitions

- 10. Provide clerical assistance.
- 11. Assist with parent notification letters.
- 12. Keep student records as directed.
- 13. Discuss student progress with teachers.

Source Code (circle choices)

- A. Behavioral Event Interview
- B. Direct Documentation
- C. Indirect Documentation
- D. Training Programs Competency Acquisition
- E. Evaluatee Provided
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Rating Code (circle one)

- Unsatisfactory
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- Effective
- Very Effective
- Outstanding

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

6. STAFF DEVELOPMENT

Category Definitions

14. Attend informational meetings which relate to needs of job.

Source Code (circle choices)

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

Rating Code (circle one)

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

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

15. Be a role model.
 16. Be a self-starter.
 17. Be punctual.
 18. Present a positive attitude to students, parents, and peers.
 19. Perform other duties as assigned.

Source Code (circle choices)

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

Rating Code (circle one)

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

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 20. Assist in tracking students' achievement.
- 21. Be a LEP student advocate / liaison.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, 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 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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Rating Code (circle one)

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

ESOL 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)

- A. Behavioral Event Interview
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- 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