



## Paraprofessional Employee Performance Review: Core Performance Expectations

**Employee Name:**

**Evaluation Date:**

**Job Title:**

**Building:**

**Type of Review:**

### Performance Standards

E=Exemplary

D=Developing/Needs Improvement

M=Meets Expectations

U=Unsatisfactory

- 1. Demonstrates Job Knowledge:** *Employee's knowledge of the job duties and procedures is extensive, showing evidence of a continuing search for improved practice and growth.*

Criteria:	Exemplary	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Exhibits working knowledge of job responsibilities and procedures required to perform the job.				
Performs job responsibilities independently.				
Engages in effective communication with others at all times.				
Exhibits working knowledge of school policy and procedures and consistently follows them.				
Aware of resources and applies them appropriately.				
Evaluator Comments:				

**2. Demonstrates Job Competence: Exhibits a solid understanding of best practice/expectations in a school environment and seeks to improve upon them.**

<b>Criteria:</b>	<b>Exemplary</b>	<b>Meets Expectations</b>	<b>Developing or Needs Improvement</b>	<b>Unsatisfactory</b>
Can articulate and demonstrate professional behavior on a consistent basis.				
Understands, maintains, and practices confidentiality at all times.				
Completes assigned tasks accurately and consistently.				
Consistently organizes work, and exhibits effective time management.				
Consistently exhibits the ability and/or willingness to follow policies, procedures, instructions, and guidelines. Seeks assistance when appropriate.				
Consistently demonstrates flexibility.				
Evaluator Comments:				

**3. Maintains Effective Working Relationships and Environment: *Respect and rapport is consistent and modeled for others.***

<b>Criteria:</b>	<b>Exemplary</b>	<b>Meets Expectations</b>	<b>Developing or Needs Improvement</b>	<b>Unsatisfactory</b>
Allows for and respects cultures, values, and limitations of others.				
Communication is always efficient, effective, and accurate.				
Consistently exhibits a positive and collaborative attitude, is considerate and models these behaviors with students, parents, and staff.				
Consistently demonstrates clear boundary and limit setting with students and colleagues.				
Interactions reflect respectful and professional demeanor, are consistent, and appropriate.				
Can articulate and utilizes systems of supervision consistently.				
Consistently punctual and reliable.				
Consistently responds positively and accepts direction and feedback from supervisor/faculty.				
Evaluator Comments:				

**4. Knowledge of Student Needs *Demonstrates a solid working knowledge of various learning processes disabilities and the impact of needs/limitations on student learning and consistently applies appropriate strategies.***

<b>Criteria:</b>	<b>Exemplary</b>	<b>Meets Expectations</b>	<b>Developing or Needs Improvement</b>	<b>Unsatisfactory</b>
Can articulate assigned students goals and can implement individualized accommodations based on setting and/or adapt to others.				
Effectively applies directions from supervisor/faculty members. Willingly accepts guidance and assistance from others.				
Encourages students to actively think about, discuss, and use the skills being taught. Skilled at using open-ended questions to create independence. Provides appropriate reinforcement and feedback to students.				
Demonstrates and implements a variety of approaches to behavioral intervention to preserve the emotional needs of students.				
Consistently collaborates with teachers and other staff members on relevant student issues.				
Evaluator Comments:				

**5. Professional Growth and Development: *Strives to grow professionally through continuous study and participation.***

<b>Criteria:</b>	<b>Exemplary</b>	<b>Meets Expectations</b>	<b>Developing or Needs Improvement</b>	<b>Unsatisfactory</b>
Understands job responsibilities and consistently applies skills.				
Seeks assistance from teachers and/or administrators when unsure how to perform an assigned task.				
Actively participates in professional learning.				
Sets clear and defined goals consistent with building/district initiatives.				
Meets established goals and demonstrates continuous progress towards enhanced practice.				
Evaluator Comments:				

**6. Organizational Requirements: *Understands system needs and structure. Contribute to a well-functioning organization through continuous monitoring of behaviors and participation.***

Criteria:	Exemplary	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Reports to work on time and is ready to assume responsibilities. Demonstrates proper notification and use of leave time.				
Is aware of and follows district policies, procedures, and protocols.				
Completes paperwork, assignments, etc. accurately and timely.				
Maintains proper dress and personal hygiene.				
Exhibits positive and flexible attitude/actions.				
Sometimes seeks new and/or improved methods to complete tasks; uses technology as needed.				
Evaluator Comments:				

**Evaluator’s Recommendation:**

**Additional Evaluator Comments (Optional):**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(If Administrator is not the Evaluator)

*Signature indicates that the written evaluation has been reviewed and discussed. My signature means that I have been advised of my performance and not necessarily that I agree with this evaluation or feedback about my performance.*