

# CKCIE Paraeducator Appraisal System

School Year \_\_\_\_\_

Paraeducator Name \_\_\_\_\_

Please Print

## ▶ 3 Levels of Performance

- 1= Exceeds Expectations
- 2= Meets Expectations
- 3= Not Meeting Expectations (Please explain under comments)

Supervising Teacher \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

- ▶  **Appearance:** follows the school/district dress code; always looks professional; provides good role model.
- ▶  **Attendance:** rarely misses work (0-1 absence per month); rarely late to work; gives advance notice of absences.
- ▶  **Attitude:** has a positive attitude; greets students, staff, and parents; never gossips, provides constructive suggestions.
- ▶  **Boundaries:** interacts with students appropriately; demonstrates excellent boundaries; understands how personal issues impact ability to work with students/families; requests assistance before any problem arises.
- ▶  **Classroom environment:** works independently and as part of a classroom team to arrange a classroom that is safe, inviting and provides learning opportunities appropriate to the age and developmental level of the students.
- ▶  **Classroom procedures:** takes leadership role in following class procedures; effectively transitions students; responsive to student's needs; role model in appropriate interaction with students.
- ▶  **Communication:** always approachable; respectful; facilitates positive communication between students and staff; uses clear and professional written and verbal communication; good grammar is used; communication is objective.
- ▶  **Confidentiality:** confidentiality is maintained at all times; reminds other staff of confidentiality policies; reports confidentiality concerns to supervisors.
- ▶  **Decision-making:** knows when to make decisions; excellent decision-maker with little or no assistance from supervisor.
- ▶  **Direction from supervisors:** always takes direction and suggestions from supervisors to improve job performance; frequently seeks out assistance to improve skills.
- ▶  **Flexibility:** very flexible in assignments and schedules; invites new ideas and change.
- ▶  **Health and safety:** uses good health and universal safety precautions; reinforces and teaches them to students; takes a leadership role during emergency procedures.
- ▶  **IEP procedures:** individualizes activities for each student's needs using IEP, positive behavior support plan, and collects data as requested by teacher and/or therapist.
- ▶  **Initiative:** able to see what needs to be done and completes the tasks without prompting; assumes additional responsibilities as needed.
- ▶  **Knowledge of developmental and instructional levels:** demonstrates understanding of different developmental/ instructional levels of students; adapts activities appropriately for their developmental/ instructional levels.

- ▶  **Paperwork, policies and procedures:** follows school policies and procedures; paperwork is completed accurately and in a timely manner (timesheets, absence forms); paraeducator job responsibilities and expectations are familiar and followed.
- ▶  **Professional development:** acquires and applies knowledge gained through participation in mandated and self-selected training and staff meetings; complete para log requirements accurately and in a timely manner.
- ▶  **Relationships:** always friendly and respectful; has developed relationships with all levels of staff throughout the school.
- ▶  **Respect:** demonstrates respect to students, co-workers, administration, parents and community.
- ▶  **Self-control:** remains calm in tense situations; organizes solutions and helps others remain calm.
- ▶  **SRS/Child Abuse Reporting:** immediately reports all suspected child abuse to supervisor and SRS within policy guidelines; has good judgment.
- ▶  **Team member:** actively participates in classroom planning and staffing; prepares for classroom activities without teacher prompting; completes fair share of classroom work and responsibilities.
- ▶  **Technology:** utilizes a variety of technology in a manner consistent with their job responsibilities; willing to get additional training in utilizing technology.
- ▶  **Time utilization:** utilizes time well; is task-orientated; often completes more work than expected.

Additional Comments:

\_\_\_\_\_  
Paraeducator signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Signatures need not indicate concurrence, merely that both parties have discussed the evaluation document.