

# Wayne Township Public Schools PARAPROFESSIONAL EVALUATION FORM

**Name:**

**Evaluator:**

**School:**

**Date of Evaluation:**

**Assignment:**

**Absences to Date:**

**Definition of Ratings:**

Please evaluate the Paraprofessional's performance in the indicated areas using the following standards:

- Highly Effective (HE): Consistent performance at an advanced skill level.
- Effective (E): Consistent performance at a proficient level.
- Partially Effective (PE): Performance at a developing skill level or inconsistent performance at a proficient level. Improvement needed.
- Ineffective: (I): Performance at a non-proficient level; unacceptable performance.

<b>Professionalism</b> <i>The paraprofessional maintains a commitment to professional ethics, communicates effectively, participates in professional growth that results in enhanced student learning.</i>	HE	E	PE	I	EVIDENCE
Adheres to federal and state law, district policies and procedures and ethical guidelines.					
Uses appropriate and clear language both verbally and in writing.					
Responds appropriately to difficulties and seeks help from appropriate individuals.					
Communicates student needs or concerns to appropriate individuals.					
Maintains a pleasant and professional demeanor with staff and students.					
Capable of resolving conflicts and maintain composure under pressure.					
Receptive to feedback.					
Works cooperatively in team situations.					
Offers assistance and support to others.					
Engages in professional growth opportunities and incorporates the learning from these opportunities into practice.					
Maintains confidentiality.					
Follows the chain of command when resolving conflicts.					

**Comments:**

## Wayne Township Public Schools PARAPROFESSIONAL EVALUATION FORM

<b>Job Knowledge</b> <i>The paraprofessional demonstrates an understanding of the duties and responsibilities of the job to meet the needs of all students.</i>	HE	E	PE	I	EVIDENCE
Implements teachers' plans and adjusts approach in response to student needs, ability levels, and maturity levels.					
Has knowledge of classroom procedures, routines, technology, and implemented behavior plans per students' needs - individualized and/or special program(s).					
Recognizes students' strengths and abilities and fosters independence, socialization, and self-esteem.					
Uses information, materials, equipment and techniques to reinforce skills and/or data collection.					
Keeps up-to-date with new district policies, procedures, and techniques.					
Consistently manages assigned workload.					
Establishes and manages priorities effectively.					
Uses time efficiently.					
Shows attention to detail, accuracy, follow-through and thoroughness.					
Exercises good judgment and discretion in matters relative to sensitive or confidential issues.					
Supervises students in classroom and non-classroom settings at all times.					

**Comments:**

<b>Learning Environment</b> <i>The paraprofessional demonstrates and understanding that adaptability, flexibility, dependability, initiative and problem solving contribute to a student-centered environment that is conducive to learning.</i>	HE	E	PE	I	EVIDENCE
Adapts to changes in the work environment.					
Performs well under pressure.					
Learns and retains new information, district policies, and procedures.					
Is punctual and maintains good attendance.					
Works independently.					
Completes assignments and meets commitments and deadlines.					
Is a self-starter.					
Generates innovative ideas, approaches and solutions.					
Anticipates and recognizes potential problems.					
Generates alternative solutions when solving problems.					
Generates innovative ideas, approaches and solutions.					

**Comments:**

**Wayne Township Public Schools  
PARAPROFESSIONAL EVALUATION FORM**

**Recommendations:**

1. \_\_\_\_ Fulfilling professional responsibilities.
2. \_\_\_\_ The need for improvement is indicated.
3. \_\_\_\_ Transfer to another department or school is recommended.
4. \_\_\_\_ Not recommended for continued employment in the Wayne School System.

If number four is checked, an accompanying statement from the Supervisor/Administrator will be sent to the employee and the Superintendent. This statement shall include only those items that have been previously brought to the individual's attention.

**Supervisor/Administrator**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Paraprofessional Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I acknowledge that I have had the opportunity to review this material with the express understanding that my signature in no way indicates agreement with the contents thereof. I further acknowledge that I also have the right to submit a written response to this material and that my answer shall be reviewed by the Superintendent or a designee and attached to the file copy.

\_\_\_\_\_  
Paraprofessional Signature

\_\_\_\_\_  
Date