

Educational Paraeducator Interpreter Job Performance Evaluation

Paraeducator _____

JOB GOAL: The educational paraeducator interpreter's primary function is to facilitate communication among deaf and hard of hearing students and their hearing peers, teachers, and other personnel involved in a student's education through the act of interpretation and transliteration. Other educationally related duties may be performed as appropriate when the interpreter is not required to do interpreting.

MET	NOT MET	NOT OBSERVED	PERFORMANCE RESPONSIBILITIES
			1. Demonstrates strict standards of confidentiality.
			2. Demonstrate punctuality at all times.
			3. Demonstrates attitude that promotes a positive school environment.
			4. Takes responsibility for the quality of own work.
			5. Provides support for students as planned by professional staff.
			6. Organize and prepare materials.
			7. Assists students as needed, including mobility and self-help (diapering, feeding, dressing, signing, assisting with hearing aids and auditory trainers, etc.).
			8. Demonstrate problem solving skills.
			9. Teach self-responsibility.
			10. Follows team prescribed procedures for academic, social, communication, and behavior intervention plans.
			11. Participates in collaborative planning.
			12. Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/consultants.
			13. Shares in school wide duties as assigned which do not conflict with student time.
			14. Shares in recordkeeping duties, including progress monitoring, as assigned by professional staff.
			15. Participates in staff development and training, both required and as agreed upon by paraeducator and professional staff.
			16. Supports students in all school environments, including community-based training, extra curricular activities, and extended school year activities.
			17. Provides short-term coverage for professional and paraeducator peers if assigned student is absent or if other circumstances allow.
			18. Seek assistance from other team members as needed to facilitate student progress.
			19. Travels to/from schools as required by the job.
			20. Responsibly lifts persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
			21. Follows district and HPEC policy, protocol, and procedures and programs when implementing duties.
			22. Demonstrate competency in understanding and expressing manually coded communication system appropriate to the student.

			23. Demonstrate the ability to interpret at a normal conversational rate.
			24. Demonstrate a willingness to continue to improve manual communication skills and interpreting which involves additional coursework or sign courses and may include summer courses or other related training.
			25. Interpret for staff and students in regular education classes. Teach basic sign language to students and staff in regular education classes within the school day.
			26. Assist in providing clarification of the interpreter role in the educational setting to staff and students.
			27. Interpret at meetings for parents who are deaf or hard of hearing.
			28. Move from grade level to grade level with student who is hard of hearing or deaf.
			29. If the student's needs warrant, demonstrate a willingness to work toward and obtain, within a five year period, KSDE certification for education interpreter.
			30. Within six months of employment, document skill level in manual communication and interpreting by taking the Educational Interpreter Performance Assessment (EIPA) and mandatory written assessment.
			31. Other duties as assigned.

Note: An unsatisfactory rating in any area must be explained and specific suggestions made for improvement on the Plan of Assistance for the paraprofessional.

