

Paraeducator Job Performance Evaluation

Paraeducator _____

JOB GOAL: Assist in the provision of special education and related services. Although paraeducators are employed and assigned to a professional, paraeducators are expected to work with teams of educators to provide support and services for students.

The following represent minimum levels of performance expected of all paraeducators. Please mark the appropriate column for each performance responsibility.

MET	NOT MET	NOT OBSERVED	PERFORMANCE RESPONSIBILITIES
			1. Demonstrates strict standards of confidentiality.
			2. <u>Demonstrates attitude that promotes</u> a positive school environment
			3. Takes responsibility for the quality of own work.
			4. Provides support for students as planned by professional staff.
			5. Assists students as needed, including mobility and self-help (diapering, feeding, dressing, etc.)
			6. Follows team prescribed procedures for academic, social, communication, and behavior intervention plans.
			7. Participates in collaborative planning.
			8. Communicates and works collaboratively with general education teachers, administrators, and other special education service providers/consultants.
			9. <u>Organizes and</u> prepares materials.
			10. Shares in school wide duties as assigned which do not conflict with student time.
			11. Shares in recordkeeping duties, including progress monitoring, as assigned by professional staff.
			12. Participates in staff development and training, both required and as agreed upon by paraeducator and professional staff
			13. Supports students in all school environments, including community-based training.
			14. Provides short-term coverage for professional and paraeducator peers
			15. Seeks assistance from other team members as needed to facilitate student progress.
			16. Travels to/from schools <u>as required by the job.</u>
			17. <u>Responsibly</u> lifts persons or equipment of 50 pounds <u>or more using proper techniques</u> (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
			18. Follows district and HPEC policy, protocol, and procedures.
			19. Demonstrates punctuality.
			20. Demonstrates problem solving skills
			21. Assists students with the development of responsibility and self reliance.
			22. Performs other assigned relevant duties.

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

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PLAN OF ASSISTANCE

AREA#	OUTCOME	STANDARD	ASSESSMENT	TIMELINE	ASSISTANCE	SUMMATION
#	What:	How well:	Demonstrated by:	Begin: Complete:	Who: How:	

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<p>If the summation of the Plan of Assistance is Unsatisfactory, contact HPEC supervisor. Less than Satisfactory performance during or after this Plan of Assistance can result in immediate termination of employment or dismissal at the end of the school year.</p>	<p>Status after Plan of Assistance</p>
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Comments: Paraeducator & others response (optional) (attachment if necessary)

 Evaluator Date Paraeducator Date Principal Date

Signatures signify participation in the evaluation process.

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