

School Psychology 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. Demonstrates punctuality.
			3. Schedule and organize for conferences/staffings with parents and/or teachers, including routing slips, staffings /team meeting notices, observation reports, intervention forms, and other necessary special education forms used during and after staffings.
			4. Demonstrate problem solving skills.
			5. Prepare data for monitoring and analysis, including CBM, graphing, summarizing information, and student database.
			6. Maintain student records as planned by the school psychologist; includes filing, copying, dissemination/ mailing and destruction.
			7. Facilitate communication between school psychologist and others.
			8. Meet periodically with school psychologists to establish priorities and timelines.
			9. Assist in the utilization of standards based assessments including organizing and scheduling process, creating probes, scoring, and graphing.
			10. Improve and update computer skills.
			11. Participate in inservice and training, both required and agreed upon by paraprofessional and professional staff.
			12. Assist school psychologist with other services as requested, excluding counseling, therapy, and psychological evaluation.
			13. Travel to/from schools as required by the job.
			14. Perform other assigned relevant duties.
			15. 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).
			16. Follows district and HPEC policy, protocol, and procedures.
			17. Demonstrates attitude that promotes a positive school environment.

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

