



Classroom Paraprofessional Appraisal

NAME: _____ POSITION: _____

EMPLOYEE I.D.# _____ SCHOOL/LOCATION: _____

Please circle the appropriate response.

Inadequate = 1 Marginal = 2 Average = 3 Above Average = 4 Superior = 5

PERSONAL QUALIFICATIONS

- | | | | | | | |
|--|-----|---|---|---|---|---|
| 1. RELATIONSHIP WITH SUPERIORS:
cooperative; supportive; considerate | | 1 | 2 | 3 | 4 | 5 |
| 2. RELATIONSHIP WITH FELLOW EMPLOYEES:
friendly; considerate; helpful | | 1 | 2 | 3 | 4 | 5 |
| 3. RELATIONSHIP WITH STUDENTS:
shows concern; friendly; fair; sensitive to student needs | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. PUBLIC RELATIONS:
communicates well with public; helpful; informative; supports school district | | 1 | 2 | 3 | 4 | 5 |
| 5. PERSONAL APPEARANCE:
dresses appropriately; neat and well groomed | | | Y | | N | |

ATTITUDE

- | | | | | | | |
|---|-----|---|---|---|---|---|
| 1. STANDARDS OF ETHICS:
loyal; can be trusted with confidential information | | 1 | 2 | 3 | 4 | 5 |
| 2. DEPENDABILITY:
punctual; rarely absent | | 1 | 2 | 3 | 4 | 5 |
| 3. DISTRICT AND BUILDING POLICIES:
loyal to district and school policies; positive; supportive | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. JOB GROWTH:
open to new ideas; strives to keep current in educational practices or job skills; willing to strive for improvement | | 1 | 2 | 3 | 4 | 5 |

JOB PERFORMANCE

- | | | | | | | |
|--|-----|---|---|---|---|---|
| 1. DEPENDABILITY:
appropriately carries out responsibilities without constant supervision; provides timely follow-up of assigned tasks | | 1 | 2 | 3 | 4 | 5 |
| 2. RECORDS, REPORTS:
keeps accurate records; carefully completes reports | | 1 | 2 | 3 | 4 | 5 |
| 3. QUALITY WORK:
demonstrates competence in performing tasks | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. INITIATIVE:
self-starter; creative | | 1 | 2 | 3 | 4 | 5 |

TOTAL OVERALL APPRAISAL SCORE:

Comments: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____