

Instructional Paraprofessional Staff Performance Appraisal

Employee Name:
Employee ID:

Employee Location:
Employee Title:

DOMAIN I	Customer Focus	Standard	Rating	Needs Assessment and Goals	Comments
		Demonstrates a commitment to see every child succeed by remaining engaged with students in the classroom			
		Serves as a resource for students, staff, parents and/or community			
		Assesses and deescalates situations to support the standard of safety for all students, staff, parents and/or community			
		Respects role as support to teacher by responding appropriately to the needs of the teacher and students			
		Shows adaptability and flexibility while remaining focused on student needs			
DOMAIN II	Professional Learning	Standard	Rating	Needs Assessment and Goals	Comments
		Develops a working knowledge of processes, regulations, procedures, and policy that relate to the position			
		Seeks out and attends appropriate opportunities for professional learning that address specific performance goals			
		Initiates activities to contribute to the department, such as mentoring colleagues and building capacity in self and others to be self-directed			
		Demonstrates through conversations and/or actions evidence of application of meaningful and effective job embedded learning			
		Possesses and/or accepts personal responsibility for increasing job knowledge and developing new skills/abilities that contribute to increased effectiveness, proficiency, and customer service			
DOMAIN III	Skills and Time Management	Standard	Rating	Needs Assessment and Goals	Comments
		Organized and effectively multi-tasks			
		Detail oriented, reliable, and punctual			
		Ability to problem solve to appropriately respond to the needs of students and teachers			
		Prioritizes and effectively manages time			
		Ability to forecast work and take initiative			

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DOMAIN IV	<i>Communication</i>	Standard	Rating	Needs Assessment and Goals	Comments
		Maintains confidentiality with sensitive information			
		Protects and supports student, staff, and community needs through effective two way communication			
		Maintains positive, effective, professional oral and written communication			
		Contributes to the learning environment with appropriate ideas and feedback			
		Customizes communication for different situations			

DOMAIN V	<i>Interpersonal and Professional Conduct</i>	Standard	Rating	Needs Assessment and Goals	Comments
		Collaborates and respects boundaries			
		Employee maintains professionalism, exhibits a positive attitude, and adheres to high standards			
		Exhibits CCISD core values			
		Contributes to a team environment by building relationships, showing integrity, and having a strong work ethic			
		Follows policy, law, regulations, district strategic plan, and campus/department goals			
		Monitors/assists students in participating in fire/lockdown drills			
TOTAL RATING					

Rating Scale

- 4 Exemplary Standard:** The employee is performing the standard at an excellent level and is an exemplar to the point that their system or process regarding the standard is being replicated by other staff members.
- 3 Exceeding Standard:** The employee is performing at a high level, and is consistently exceeding goals.
- 2 Meeting Standard:** The employee is performing at an on-standard level but has not reached their full potential.
- 1 Not Meeting Standard:** The employee is inconsistent with performance on this standard.

Employee Signature **Date**

Appraiser Signature **Date**