

NAME:

TITLE:

Para-Educator Evaluation

QUALIFICATIONS:

1. High School Diploma
2. General understanding of public education.
3. Experience in working with young children.
4. Ability to communicate effectively and use problem solving skills with children and parents.
5. Ability to read with expression.
6. Ability to print neatly.
7. Ability to work without close supervision.
8. Ability to maintain confidentiality.
9. Ability to motivate and assist students to learn, build self-esteem, and develop interpersonal skills.
10. Knowledge of safety and good supervision procedures.
11. Certificate of good health.

REPORTS TO:

Principal

JOB GOAL:

To work directly with students to increase student achievement, appropriately assess students; and assist teachers in creating an enriched environment that is brain compatible and offers multiple intelligence activities.

TERMS OF EMPLOYMENT:

Terms of contract and salary to be determined by Board. Days and hours to be established by the building principal.

EVALUATION:

Performance of this job will be evaluated annually.

<i>Meets</i>	<i>Needs</i>
<u><i>Expectations</i></u>	<u><i>Emphasis</i></u>

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Demonstrates a strong commitment to the students. |
| _____ | _____ | 2. Has good rapport with students. |
| _____ | _____ | 3. Is self-motivated in working with students. |
| _____ | _____ | 4. Uses instructional procedures and reinforcement techniques with students as trained. |
| _____ | _____ | 5. Practices life skills and promotes them with students. |
| _____ | _____ | 6. Promotes development of social, emotional and academic skills in students. |
| _____ | _____ | 7. Reads regularly with the students. |
| _____ | _____ | 8. Assesses students as assigned. |
| _____ | _____ | 9. Assists in the identification of targeted students. |
| _____ | _____ | 10. Gives input on assessment. |
| _____ | _____ | 11. Prepares and uses developmentally appropriate materials. |
| _____ | _____ | 12. Supervision of student activities in classroom, playground and lunch room. |

<i>Meets</i>	<i>Needs</i>
<u><i>Expectations</i></u>	<u><i>Emphasis</i></u>

_____	_____	13. Works well with colleagues in the building.
_____	_____	14. Communicates effectively with parents.
_____	_____	15. Is confidential regarding student information.
_____	_____	16. Demonstrates loyalty to the organization, personal integrity and honesty.
_____	_____	17. Attends staff development activities and utilizes information in working with students.
_____	_____	18. Has task commitment.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Performs other duties as assigned
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If not, with what specific statement(s) do you disagree?

COMMENTS:

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____