

Lamoille North Supervisory Union Performance Evaluation Procedure

Per Article IX, of the LNSU Support Staff Agreement, All employees shall be evaluated by their supervisor at least once a year, preferably within 45 days of their hire date anniversary. All new employees will be evaluated by their supervisor within 90 days of hire. All employees will be given a copy of said evaluation; employees and their supervisors are required to review and discuss the evaluation, within ten (10) working days of the receipt of the evaluation. No such evaluation will be placed in the employees' file or otherwise acted upon without prior conference with the employee.

Paraprofessionals will be provided a self-evaluation checklist to be completed and reviewed/ discussed as part of the evaluation process.

Lamoille North Supervisory Union Paraprofessional Performance Evaluation

Date:	Employee Name:
Evaluator:	Supervisor:
Evaluation Rubric (use your keyboard to place an X in the appropriate field)	
(P) Proficient: The paraprofessional clearly understands the concepts or the task found within the underlying component and implements the concept or task well.	
(B) Basic: The paraprofessional is beginning to understand the concepts or tasks required in the underlying component. Implementation is sporadic, intermittent, or otherwise not entirely successful.	
(U)*Unsatisfactory: The paraprofessional does not yet understand nor complete the concepts found in the underlying component. Items marked as unsatisfactory require the development of an improvement plan.	
(N/A) Not applicable to current job description/assignment.	
* Specific examples or evidence must be provided within the comments section.	

Instructional Strategies				
Works effectively on instruction as directed by a licensed professional.				
Uses appropriate reinforcement strategies to keep students engaged and motivated, and demonstrates effective behavior management skills.	P	B	U	N/A
Ability to establish and maintain rapport with students.				
Ability to follow oral and written directions of the licensed professional.				
Evidence / Comments:				

Data Collecting and Reporting				
Ability to effectively and accurately collect and report data on student progress through observation and work with students to enable licensed professionals to make informed decisions related to the student's progress.				
Uses basic data collection techniques including objective observations, organizing, and tracking data for analysis and providing complete, accurate, and timely data.	P	B	U	N/A
Promptly and accurately files data and documents in a way that is efficient and organized.				
Understands student behavior plan.				
Evidence / Comments:				

Planning and Performance Skills

Has the skills necessary to effectively and efficiently prepare and implement the instructional programs as directed by licensed professionals to meet the educational and behavioral needs of students.

Works willingly on all assigned tasks in a way that is efficient and dependable and performs in a way that meets expectations around quality, quantity, and timeliness.	P	B	U	N/A
Completes work assignments on a timely basis with minimal routine supervision.				
Demonstrates clear, accurate, and effective oral and written communication. Actively listens to others and considers their feedback before responding. Communicates in a way that is respectful and positive.				
Understands clear distinctions between roles and responsibilities of paraprofessionals and those of licensed professionals, and the shared roles and responsibilities of stakeholders, including teaming and collaboration.				

Evidence / Comments:

Interpersonal Relationships with Staff and Students

Uses communication and interpersonal skills to promote a positive, efficient, friendly, respectful and professional learning environment with an emphasis on teamwork.

Demonstrates warmth, respect and tact, maintains positive interactions, establishes and maintains rapport with students. Accepts all students.	P	B	U	N/A
Interactions with staff are friendly and demonstrate warmth and respect, works through differences with sensitivity, and accepts co-workers without bias. Respectfully accepts differences of opinion and maintains interactions that are positive and non-confrontational. Works cooperatively, respectfully and supportively with all school-based personnel.				
Follows appropriate protocols in communicating with parents / caregivers as provided by the person directing the work.				
Is sensitive and respectful in communications regarding all children and families.				
Works well with groups or individual students and adapts to individual learning styles.				
Uses positive reinforcement and effective communications strategies.				
Responds to student behaviors are consistent, prompt, and sensitive to the student's needs.				
Helps students communicate in a positive manner and encourages student's efforts and participation.				
Contributes to the progress of the student.				

Evidence / Comments:

Health and Personal Related Services

Understands the health and personal related support services and how to appropriately administer such to ensure a safe and respectful learning environment.

Uses universal precautions when exposed to health and personal care related services, including blood or other bodily fluids, basic first aid, infection control, proper lifting, carrying and transferring techniques.	P	B	U	N/A
Complies with legal and programmatic requirements for providing health or personal care related support tasks (e.g., toileting, feeding tubes, etc.).				
Shows full understanding and implementation of district mandatory training around reporting neglect, abuse, bullying, harassment, confidentiality and other reporting requirements.				
Performs duties within the context of written standards and policies of the school or state. Maintains confidentiality as required by law and school policy.				

Evidence / Comments:

Professional and Ethical Practices

Demonstrates professional and ethical practices and behavior to help ensure a safe and respectful work/learning environment.

Adjusts well to new situations and willingly implements plans and supports available. Demonstrates problem solving and flexible thinking.	P	B	U	N/A
Seeks, accepts, and uses constructive feedback to learn and improve skills. Participates and engages in all required professional development and training activities, seeks and engages in additional professional development activities to increase one's own knowledge and skills.				
Separates personal issues from one's responsibilities as a paraprofessional while maintaining a high level of competence and integrity.				
Participates in ongoing staff development, self-evaluation, and applies constructive feedback.				
Shows respect for the diversity of students.				

Evidence / Comments:

Attendance and Punctuality

Work attendance is reliable and predictable with minimal disruption to work product and assignments.

Is punctual and works the approved work schedule; remains productive during work hours.	P	B	U	N/A
Follows the procedures for scheduled leave requests and unexpected absences.				

Evidence / Comments:

Summative Comments:

Employee Response:

Acknowledgment

This evaluation rubric has been reviewed and discussed with me and I have received a copy of it. My signature below represents acknowledgement and understanding of this evaluation rubric, but does not necessarily indicate agreement with the contents. I understand I have the right to submit a written response to this evaluation rubric, which will be attached to this evaluation rubric and placed in my personnel file along with this evaluation rubric. Refusing to sign this document will not prevent it from being placed in my personnel file and the refusal will be noted.

Signed: _____
Administrator Date

Signed: _____
Employee Date