Cambridge Public Schools Paraprofessional Evaluation

CAMBRIDGE PUBLIC SCHOOLS
EMPOWERING STUDENT EXCELLENCE

Name: **School:** **School Year:**

Supervising Teacher(s): **Evaluating Administrator:**

1. Supporting Instruction: Evaluate how well the paraprofessional supports the instructional goals of the classroom. This includes implementing teacher-led lessons, facilitating small group activities, and providing one-on-one assistance to students as needed.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently supports instructional goals • Proficiently implements teacher-led lessons • Effectively facilitates small group activities • Proactively provides one-to-one assistance to students, anticipating needs	• Regularly supports instructional goals • Effectively implements teacher-led lessons • Actively facilitates small group activities • Consistently provides one-to-one assistance to students, as needed	• Occasionally supports instructional goals • Inconsistently implements teacher-led lessons • Participates in some small group activities • Provides occasional one-on-one assistance to students when promoted.	• Rarely supports instructional goals • Frequently off-task during teacher-led lessons • Minimal participation in small group activities • Inconsistent or insufficient one-on-one assistance to students

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

2. Collaboration with Staff: Evaluate the paraprofessional's collaborative with classroom teachers and other staff members. This includes communicating effectively verbally and in writing, following directive, providing updates on student progress and being an engaged team member.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently communicates with staff effectively • Consistently follows directives • Provides timely updated on student progress • Highly engaged and contributes significantly as a team member	• Regularly communicates with staff effectively • Follows directives most of the time • Provides regular updates on student progress • Actively contributes as a team member.	• Occasionally communicates with staff • Inconsistently follows directives • Provides sporadic updates on student progress • Inconsistently contributes as a team member	• Rarely communicates with staff • Frequently disregards directives • Provides minimal or no updated on student progress • Not considered as engaged team member.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

3. Student Engagement and Behavior Management: Evaluate the paraprofessional's ability to effectively engage students in learning activities and support positive behavior management strategies. This includes creating a supportive and inclusive classroom environment where all scholars feel valued and respected, building positive relationships with students based on trust, respect and empathy, and conveying information in a manner that is accessible to diverse learners.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently creates a supportive classroom environment • Builds strong positive relationships with all students • Effectively conveys information to all diverse learners	• Regularly creates a supportive classroom environment • Builds positive relationships with most students • Effectively conveys information to diverse learners	• Inconsistently creates a supportive classroom environment • Inconsistently builds positive relationships with students • Occasionally struggles to convey information effectively to diverse learners	• Creates a negative classroom environment • Fails to build positive relationships with students • Struggles to convey information effectively to diverse learners

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

4. Flexibility and Adaptability: Evaluate the paraprofessional's ability to adapt to changing circumstances. This includes responding effectively to unexpected challenges and includes taking on tasks or responsibilities willingly as needed.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently adapts to change • Eagerly takes on tasks or responsibilities as needed.	• Regularly adapts to change • Willingly takes on tasks or responsibility as needed	• Occasionally adapts to change • Sometimes willing to take on tasks or responsibilities when necessary	• Resists change, struggles to adapt to new circumstances • Unwilling to take on tasks or responsibilities

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

5. Dependability: This includes being punctual, attending regularly, and using leave appropriately, communicating absences in a timely manner, and completing tasks efficiently and reliably.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently punctual and present • Communicates absences and tardiness promptly • Reliably completes tasks efficiently	• Regularly punctual and present • Communicates tardiness and absences in a timely manner • Generally completes tasks efficiently and reliably	• Occasionally late or absent without valid reason • Inconsistently communicates absences and tardiness • Sometimes incomplete or unreliable in task completion	• Frequently late or absent without valid reason • Fails to communicate absences and tardiness in a timely manner • Often incomplete or unreliable in task completion

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

6. Professionalism: Evaluate the paraprofessional's professionalism. This includes staying informed about job related issues, maintaining confidentiality when dealing with sensitive student information and remaining calm and composed in high-pressure situations.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently informed about job-related issues • Maintains a confidentiality rigorously • Remains calm and composed in high-pressure situations	• Regularly informed about job-related issues • Maintains confidentiality • Remains calm and composed in most high-pressured situations	• Occasionally informed about job-related issues • Usually maintains confidentiality • Sometimes struggles to remain calm and composed in high-pressure situations.	• Often uninformed about job-related issues • Inconsistently maintains confidentiality • Struggles to remain calm and composed in high-pressure situations

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

7. Professional Learning and Growth: Evaluate the paraprofessional's engagement in ongoing professional learning opportunities.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently actively engaged in professional learning opportunities • Demonstrates a strong commitment to continuous learning and growth.	• Often actively engaged in professional learning opportunities • Demonstrates commitment to continuous learning and growth	• Occasionally engaged in professional learning opportunities • Demonstrates some interest in learning and growth	• Rarely engaged in professional learning opportunities • Demonstrates little interest in learning and growth

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

8. Problem-Solving Skills: Evaluate the paraprofessional's ability to identify challenges or obstacles to student learning and proactively seek solutions. This includes finding creative, alternative approaches to support student success and seeking assistance or guidance when needed.

Exemplary	Proficient	Needs Improvement	Unsatisfactory
• Consistently identifies challenges or obstacles to student learning • Proactively seeks solutions • Consistently finds creative and effective alternative approaches	• Regularly identifies challenges or obstacles to student learning • Generally seeks solutions effectively • Often finds alternative approaches	• Occasionally identifies challenges or obstacles to student learning • Inconsistently seeks solutions • Sometimes finds alternative approaches	• Frequently fails to identify challenges or obstacles to student learning • Rarely seeks solutions • Struggles to find alternative approaches

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

Educator Response:

Overall Rating: ☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory

If this document is completed as an evaluation by an evaluator the paraprofessional will sign to indicate they have read the completed evaluation. The signature does not indicate agreement with the evaluation.

Evaluator's Signature: **Date:**

Paraprofessional's Signature: **Date:**