

SPEED S.E.J.A. #802

**Paraprofessional Evaluation**

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Instructions: On the following pages are teaching and performance criteria expected of SPEED's Paraprofessionals. The evaluator's task is to rate each section and compile into an overall rating. The process for the evaluation is determined by contract.

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Paraprofessional: \_\_\_\_\_ Position: \_\_\_\_\_

Evaluator & Title: \_\_\_\_\_ Building: \_\_\_\_\_

Evaluation Conference Date: \_\_\_\_\_ Formal Observation Date: \_\_\_\_\_

Other Observation Dates: \_\_\_\_\_

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**Rating Definitions**

Excellent: Performance is noticeably outstanding

Standard: Performance meets standards

Unsatisfactory: Performance is not acceptable and the need for further development is necessary

**EXCELLENT:** If the evaluation has four or more excellent ratings and no unsatisfactory ratings, then the overall rating is Excellent.

**STANDARD:** If the evaluation has one unsatisfactory performance, and any other combination of ratings, then the overall rating is Satisfactory.

If the evaluation has no unsatisfactory performance ratings and less than four excellent ratings, the overall rating is Satisfactory.

**UNSATISFACTORY:** If the evaluation has two or more performance areas rated unsatisfactory, then the overall rating is Unsatisfactory. A recommendation of remediation will result.

**Evaluation Criteria**

**A. Classroom Environment**

**Rating** \_\_\_\_\_

- A1. Supports an environment of respect for students.
- A2. Assists in maintaining a safe, clean and healthy environment.
- A3. Maintains an organized and accessible physical space for the students.

<p>Commendations:</p>	<p>Recommendations:</p>
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**B. Assessment, Planning and Development**

**Rating** \_\_\_\_\_

- B1. Collects, under educator direction, assessment data used to document student progress.
- B2. Documents and provides information regarding student performance to the educational team to use for instructional planning.
- B3. Understands and implements the work standard set for each student when directed to do so by the educational team.

Commendations:	Recommendations:
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**C. Management of Instructional Time**

**Rating** \_\_\_\_\_

- C1. Fulfills obligations in a punctual manner.
- C2. Maintains a high level of student time-on-task.
- C3. Promotes effective student transitions.

<p>Commendations:</p>	<p>Recommendations:</p>
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**D. Management of Student Behavior**

**Rating** \_\_\_\_\_

- D1. Follows the set of rules and consequences that govern the handling of routine classroom procedures. (These standards can be for the entire classroom and/or for an individual student.)
- D2. Monitors and records behaviors of students per classroom rules and/or behavioral program, and reports status to educational team.
- D3. Intervenes promptly with inappropriate behaviors while maintaining the dignity of the student.

Commendations:	Recommendations:
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**E. Instructional Presentation and Feedback**

**Rating** \_\_\_\_\_

*(Skills below must be responsive to educational team planning and development and expedited under educator direction)*

- E1. Uses concepts and language understandable to the student.
- E2. Asks appropriate levels of questions (feedback) that students handle with a high rate of success (e.g., cueing, probing, leading).
- E3. Engages students in learning through discussion and other student participation and interaction.
- E4. Provides relevant examples and demonstrations to illustrate concepts and skills.
- E5. Conducts lessons or activities at a pace that ensures student understanding and maintains student Interest
- E6. Reviews and summarizes the main focus of the lesson during instructional activities and establishes subject matter with real life.
- E7. Provides positive feedback and uses effective reinforcement procedures to support learning.
- E8. Individualizes instruction per educational team direction.
- E9. Is enthusiastic about the content of the learning activities and values them.

Commendations:	Recommendations:
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**F. Communication and Professional Responsibilities: Rating\_\_\_\_\_**

- F1. Interacts effectively with (a) family members,(b) educational team members, and (c) with the community at large.
- F2. Is involved in continuing professional growth activities.
- F3. Exhibits professionalism and is a role model.
- F4. Attends and participates in school committees, events and meetings.
- F5. Adheres to established school, state, and federal procedures, policies, rules and regulations.

Commendations:	Recommendations:
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**Overall Summative Rating**

- A. Classroom Environment:.....
- B. Assessment, Planning and Development:.....
- C. Management of Instructional Time.....
- D. Management of Student Behavior.....
- E. Instructional Presentation and Feedback.....
- F. Communication and Professional Responsibilities.....

Final Rating.....

**Summative Recommendations:**

**Comments of the Paraprofessional:**

_____ Evaluator's signature and title	_____ Date
_____ Paraprofessional's signature	_____ Date
_____ Principal's signature	_____ Date

Signature indicates a review of the completed evaluation. It does not signify agreement with contents. The employee may attach a written response to this evaluation.

Major Resources:  
Charlotte Danielson. Enhancing Professional Practice, A Framework for Teaching. 1996  
Alexandria, VA. Association for Supervision and Curriculum Development

Developed by: Evaluation Committee 2010, Chicago Heights, IL SPEED S.E.J.A. #802

ADDENDUM FOR SUMMATIVE EVALUATIONS

Staff Person: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_