

PARAEDUCATOR EVALUATION FORM

Paraeducator _____ Evaluator _____

Date _____

Brief description of paraeducator's assignment: _____

The paraeducator's performance is rated on each of the items based on the following scale:

- E** – Excels (Consistently met to an outstanding level.)
- P** – Performs well (Consistently met to an acceptable and satisfactory degree.)
- D** – Developing (Shows evidence of developing to an acceptable or satisfactory level.)
- N** – Needs improvement (Requires improvement if performance is to become acceptable or satisfactory.)
- X** -- Not observed (Does not apply to this specific assignment.)

Rating	Criteria	Comments
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Communication

- _____ 1. Uses appropriate and clear language
- _____ 2. Responds appropriately to difficulties and seeks help from appropriate individuals.
- _____ 3. Communicates student needs or concerns to appropriate persons.
- _____ 4. Respects confidentiality and demonstrates discretion.
- _____ 5. Maintains clear and accurate records.
- _____ 6. Communicates appropriately and respectfully with students.
- _____ 7. Communicates appropriately and respectfully with co-workers.

Responsiveness to Student Needs

- _____ 1. Adjusts management style in response to student needs, ability levels, and maturity levels.
- _____ 2. Responds appropriately to difficulties and seeks help from appropriate individuals.
- _____ 3. Assists in adapting instructional activities and materials according to learner needs and individualized program.
- _____ 4. Recognizes strengths and abilities of students
- _____ 5. Fosters student independence, socialization, and self-esteem –accepts & respects students.
- _____ 6. Suggests relevant ideas or changes to student support when appropriate.
- _____ 7. Demonstrates interest and enthusiasm.
- _____ 8. Demonstrates initiative.
- _____ 9. Demonstrates the ability to work independently.
- _____ 10. Demonstrates effective strategies for management of student behavior.

Working Relationships

- _____ 1. Follows written or oral plans and instructions, seeking clarification as needed.
- _____ 2. Demonstrates flexibility to changes in schedules, plans, assignments, and so forth.
- _____ 3. Participates effectively as a team member.
- _____ 4. Responds appropriately to input and direction from teachers and other team members.
- _____ 5. Contributes to staff or team meetings (if requested to attend).
- _____ 6. Maintains composure under pressure.
- _____ 7. Demonstrates proficiency in academic skills, including oral and written communication.

Responsibility

- _____ 1. Follows through on directions and student program requirements.
- _____ 2. Responds appropriately to, and acts on, constructive feedback.
- _____ 3. Adheres to classroom, school, and district policies and procedures.
- _____ 4. Demonstrates punctuality and regular attendance.

Overall rating: Circle one.

EXCELS

**PERFORMS
WELL**

DEVELOPING

**NEEDS
IMPROVEMENT**

Comments:

Plan for improvement:

Paraeducator response:

Evaluator's signature _____ Date _____

Paraeducator's signature _____ Date _____

The paraeducator's signature indicates that this evaluation was reviewed and does not necessarily imply agreement with the evaluation.

Adapted from: "The Classroom Teacher's Guide for Working with Paraeducators", Master Teacher, 2000.