

SCHENECTADY CITY SCHOOL DISTRICT
PARAPROFESSIONAL EVALUATION ---Custom - School Year---

EMPLOYEE NAME	---Staff Full Name---
LOCATION	---HR Work Location---
DATE	---Custom - Date of Evaluation---
JOB TITLE	---Staff Title---
EVALUATOR	---Staff Evaluation Supervisor Full Name---
CONTRIBUTORS	---Custom - Contributors---

Rate each item by selecting the phrase that most clearly describes the employee's actual work performance.

Communication: ---Custom - Communication---	
Highly Effective	Always keeps supervisor and other who need to know well informed
Effective	Usually keeps supervisor and other who need to know well informed
Developing	Communication is not always clear and consistent
Ineffective	Unacceptable performance
Not Applicable	Not Applicable
Technology: ---Custom - Technology---	
Highly Effective	Knowledgeable and able to help students using technology
Effective	Able to use most technology available
Developing	Needs more training and experience using technology
Ineffective	Unacceptable performance
Not Applicable	Not Applicable
Classroom Support and Interaction: ---Custom - Classroom Support and Interaction---	
Highly Effective	Provides excellent classroom support for teachers and interactions in the classroom contribute to student success
Effective	Provides support for teachers as requested and interactions with students are usually effective in contributing to student success
Developing	Needs more training and experience
Ineffective	Unacceptable performance
Not Applicable	Not Applicable
Interactions with Students: ---Custom - Interaction with Students---	
Highly Effective	Interactions with students reflect genuine respect, caring and cultural understanding for individual students, as well as groups of students
Effective	Interactions with students demonstrate general caring and respect. Interactions are appropriate to the ages and cultures of the students
Developing	Student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures
Ineffective	Student interactions are inappropriate to the age or culture of the students
Not Applicable	Not Applicable

<u>Self Discipline:</u> ---Custom - Self Discipline---	
Highly Effective	Always maintains effective control of self and always uses appropriate strategies to address student behavior
Effective	Usually maintains effective control of self and usually uses appropriate strategies to address student behavior
Developing	Needs more training and experience
Ineffective	Unacceptable performance
Not Applicable	Not Applicable
<u>Attitude towards work:</u> ---Custom - Attitude towards work---	
Highly Effective	Always has a positive working attitude that strengthens the school and creates an environment of trust
Effective	Usually has a positive working attitude
Developing	Sometimes has a negative attitude when under pressure or in difficult situations
Ineffective	Often downgrades the school and many of the employees
Not Applicable	Not Applicable
<u>Attendance:</u> ---Custom - Attendance---	
Highly Effective	Perfect Attendance
Effective	Acceptable Attendance
Ineffective	Poor Attendance
Not Applicable	Significant illness impacted attendance this year (i.e. FMLA, etc.)
<u>Tardiness:</u> ---Custom - Tardiness---	
Highly Effective	Always punctual and prepared to begin working at the expected start time
Effective	Usually punctual and prepared to begin working at the expected start time
Developing	Usually reports to work on time but is often unprepared to begin working at the expected start time
Ineffective	Often late and unprepared to begin working at the expected start time
Not Applicable	Not Applicable
<u>Safety:</u> ---Custom - Safety---	
Highly Effective	Paraprofessional assists students with implementing classroom safety procedures
Effective	Paraprofessional regularly implements classroom safety procedures
Developing	Paraprofessional inconsistently implements classroom safety procedures
Ineffective	Paraprofessional does not implement classroom safety procedures
Not Applicable	Not Applicable
<u>Collaborative Teamwork:</u> ---Custom - Collaborative Teamwork---	
Highly Effective	Willing to jump in and help with any situation without necessarily being asked; offers and takes suggestions for improvements
Effective	Follows instructions and cooperates with team members and other school staff
Developing	Struggles to follow instructions and takes some suggestions for improvement
Ineffective	Is argumentative and does not take constructive criticisms for improvements
Not Applicable	Not Applicable

COMMENTS REGARDING OVERALL PERFORMANCE:

---Custom - COMMENTS REGARDING OVERALL PERFORMANCE---

SPECIFIC AREAS NEEDING IMPROVEMENT:

---Custom - SPECIFIC AREAS NEEDING IMPROVEMENT---

IDENTIFY IF THERE ARE OTHER REQUIRED TRAININGS FOR PROFESSIONAL LEARNING:

---Custom - OTHER REQUIRED TRAINING OR PD---

RESPONSE OF PARAPROFESSIONAL:

---Custom - RESPONSE OF PARAPROFESSIONAL---

This evaluation has been discussed with me by my supervisor: ---Custom - Discussed with Supervisor---
