

Task: **Paraprofessional Evaluation**

Direction

The criteria below are local performance expectations that may be considered as part of contract renewal. The supervisor should rate each criterion according to the guidelines above. Any area rated below Proficient should be supported with written comments or objectives. Supplemental documentation supporting the rating should be attached.


RATING SCALE

- E = Exceeds Expectations : Employee performs most tasks in an exceptional manner.
- P = Proficient : Employee performs many tasks well; other tasks performed adequately.
- I = Needs Improvement : Employee consistently performs tasks below established standards.
- NA = Not Applicable : Not required or observed as part of duties or responsibilities.

Employee Name: *

[DirectReport.FullName]

Date: *



WORK HABITS AND CAPABILITIES

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	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
Demonstrates a positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays initiative in assuming responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively and professionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits courteous customer service skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works well with coworkers and seeks help as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates flexibility to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

assigned tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates effective organization and planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

JOB PERFORMANCE

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	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
Performs duties in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows oral and written instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows safety guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relates well with students/parents/community and others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritizes work with minimal supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages time efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy/quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

JOB KNOWLEDGE

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	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
Participates in meetings, training and special events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains organized and efficient work area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses, maintains and stores work equipment properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates appropriate job knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits technical skills to meet the needs of the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PERSONAL AND PROFESSIONAL QUALITIES

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	E = Exceeds	P = Proficient	I = Needs	NA = Not Applicable
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