

# DIXON PUBLIC SCHOOLS #170

*“A Place to Grow”*

## *Para-Professional Evaluation Instrument*

Para-Professional Name \_\_\_\_\_ Position \_\_\_\_\_

Building \_\_\_\_\_ School Year \_\_\_\_\_ Date \_\_\_\_\_

The rating is selected to demonstrate an overall perception of the para-professional’s performance. The review meeting between the administrator and para-professional will include dialogue regarding the varying degrees of performance within each area in this evaluation form. The following guide should be used when selecting a rating for each function under the specific standard. If a function does not apply to the position, please select “N/A” next to the performance factor.

1. Does Not Meet District Standards – Performance is poor. Behavior on this function is clearly below the level of acceptability. Improvement is mandatory. **\*\*The evaluator must cite specific behaviors on the part of the para-professional that illustrate the deficiency.\*\***
2. Needs Improvement – Performance is inconsistent and not dependable. In terms of this item, behavior needs improvement and is not sufficient. Some but not all levels of performance meet the expectations. **\*\*The evaluator should specify the performance standard(s) in which improvement is needed and the means by which that improvement will be measured.\*\***
3. Meets District Standards – Performance is consistently competent and dependable. In terms of this item, behavior is fully satisfactory and sufficient. Demonstrates the level of performance expected. Fully meets performance requirement.
4. Exceeds District Standards – Performance is clearly and consistently effective. Behavior is identifiable as being at a high level. Demonstrates exceptional proficiency. **\*\*The evaluator should indicate exemplary performance of the standards.\*\***
5. Not Applicable – The function does not apply to the position being evaluated. **\*\*Noted as N/A.\*\***

<b>DOMAIN 1:</b>					
<b>JOB RESPONSIBILITIES – INDIVIDUAL/PROGRAM</b>					
Overall Rating on this Domain (check one)	<b>Does Not Meet District Standards</b>	<b>Needs Improvement</b>	<b>Meets District Standards</b>	<b>Exceeds District Standards</b>	<b>Not Applicable</b>
<b>FUNCTIONS:</b>	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable
1a. Implements strategies designed and/or assigned by teachers to meet individual differences.					
1b. Monitors, reports, and/or records student(s) progress to cooperating teacher.					

Domain 1 continued....  <b>FUNCTIONS:</b>	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable
1c. Encourages student independence and/or participation.					
1d. Directs activities of students.					
1e. Uses appropriate instructional materials and/or resources, including technology.					
1f. Supports teacher expectations for learning and achievement.					
1g. Presents feedback in a timely and appropriate manner.					
1h. Attends conference and/or meetings as needed.					
1i. Maintains updated schedule and list of duties with the office.					
1j. Provides and/or reinforces behavior expectations for students.					
1k. Provides appropriate support with behavior plans and other IEP based goals.					
Domain 1 Summary of Performance:					

<b>DOMAIN 2:</b> <b>NON-INSTRUCTIONAL DUTIES:</b>							
Overall Rating on this Domain (check one)	<b>Does Not Meet District Standards</b>	<b>Needs Improvement</b>	<b>Meets District Standards</b>	<b>Exceeds District Standards</b>	<b>Not Applicable</b>		
<b>FUNCTIONS:</b>			Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable
2a. Monitors and/or maintains appropriate student behavior across all settings.							
2b. Implements school and/or classroom discipline policy(s) consistently.							
2c. Responds effectively and/or appropriately to student behavior.							
2d. Interacts effectively with students across all settings.							
2e. Performs duties in an efficient and timely manner.							

Domain 2 Summary of Performance:

<b>DOMAIN 3:</b>							
<b>PROFESSIONALISM:</b>							
Overall Rating on this Domain (check one)	<b>Does Not Meet District Standards</b>	<b>Needs Improvement</b>	<b>Meets District Standards</b>	<b>Exceeds District Standards</b>	<b>Not Applicable</b>		
<b>FUNCTIONS:</b>			<b>Does Not Meet District Standards</b>	<b>Needs Improvement</b>	<b>Meets District Standards</b>	<b>Exceeds District Standards</b>	<b>Not Applicable</b>
3a. Receptive of suggestions and constructive criticism.							
3b. Participates in professional development in order to grow as a professional in the field.							
3c. Completes projects or assignments in a timely manner.							
3d. Sets a pattern of regular attendance and punctuality.							
3e. Displays initiative.							
3f. Demonstrates flexibility and ability to work across environments per building need.							
3g. Establishes and maintains effective working relationships with others.							
3h. Maintains confidentiality about all information regarding students, families, and school issues.							
3i. Communicates in an effective, constructive, and positive manner in the work environment.							
3j. Demonstrates problem solving and/or conflict resolution skills.							
3k. Complies with school and/or district policies.							
Domain 3 Summary of Performance:							

Domain 3 Summary of Performance continued:

**Attendance:**

\_\_\_\_\_ Professional Development Days

\_\_\_\_\_ Sick Days

\_\_\_\_\_ Personal Days

<b>SUMMATIVE EVALUATION RATING:</b>					
Overall Rating for this evaluation cycle (check one)	<b>Does Not Meet District Standards</b>	<b>Needs Improvement</b>	<b>Meets District Standards</b>	<b>Exceeds District Standards</b>	<b>Not Applicable</b>

Evaluator Comments:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Employee's Comments (if any):

The signature of the employee shall not indicate agreement with the written evaluation, but rather shall indicate that the conference and discussion have been held and that the employee has received a copy of the evaluation.

An employee has the right to attach a written statement to this evaluation if she/he does not agree with the contents and both the evaluation and the written statement shall be placed in the employee's personnel file.

8/05/15