

Barnstable Public Schools Paraprofessional Evaluation

Employee:

Job Role: SA TA PCA LibA TechA IA COTA CSLA CPTA LPN

School: BHS BIS BUE WVE BWB Cville HYWest ECELC BCIS District

Evaluator:

Evaluator signature:

Date Completed:

Date(s) of meetings, if needed/requested:

Rating Rubric:

Exemplary Consistently exceeds fulfillment of the Standard as outlined by the Indicators. This rating indicates the evaluator judges the employee's work with the Standard as a model/exemplar.

Proficient Consistently fulfills the work of the Standard as the outlined by the Indicators

Needs Improvement Partially fulfills the work of the Standard as outlined by the Indicators

Unsatisfactory Does not fulfill the work of the Standard as outlined by the Indicators

The Parties mutually agree that all Paraprofessionals are assumed Proficient to begin their evaluation cycle; and, the evaluation benchmark rating for each Standard is Proficient.

Comment Requirements: Evaluators will provide a brief rationale with specific details if the Standard is rated Exemplary; may leave blank if the Standard is rated Proficient; will provide a brief rationale with specific details and next steps if the Standard is rated Needs Improvement or Unsatisfactory.

Standard 1: Job Performance

____ **Exemplary** ____ **Proficient** ____ **Needs Improvement** ____ **Unsatisfactory**

-Demonstrates knowledge of job responsibilities and implements appropriate procedures.

-Follows instruction of supervisor and/or teacher.

-Adheres to district policies.

-Adapts to new assignments and changes in routine.

Comment(s):

Standard 2: Student Support

____ **Exemplary** ____ **Proficient** ____ **Needs Improvement** ____ **Unsatisfactory**

- Supports students to engage with learning opportunities in the educational setting.
- Assists in the implementation of assigned students' plans, as directed. Including, but not limited to: 504 plans, IEPs, Safety Plans, Behavior Intervention Plans, Health Plans, and Student Success Plans, etc.
- Uses technological platforms, school-issued devices, and/or equipment appropriately for supporting assigned students' engagement with learning opportunities.

Comment(s):

Standard 3: Safety

____ **Exemplary** ____ **Proficient** ____ **Needs Improvement** ____ **Unsatisfactory**

- Follows school, district, and student safety procedures/plans.
- Recognizes and responds to unsafe conditions or actions.
- Reports unsafe conditions or actions, as necessary, to the appropriate staff member(s).

Comment(s):

Standard 4: Professional Culture

____ **Exemplary** ____ **Proficient** ____ **Needs Improvement** ____ **Unsatisfactory**

- Maintains professional interpersonal relationships with adults and students.
- Works cooperatively, collaboratively, and communicates effectively with others.
- Demonstrates ethical behaviors, including, but not limited to, maintaining confidentiality.

Comment(s):

Standard 5: Dependability and Reliability

Exemplary **Proficient** **Needs Improvement** **Unsatisfactory**

- Maintains punctuality in all matters pertaining to the professional role, including, but not limited to, arrival to work.
- Adheres to assigned work schedule.
- Follows building and district-based procedures for absences.

Comment(s):

Attendance Check one, *only* for an employee's attendance (absences and/or tardiness) that has not been in accordance with the leave provisions of Article 14 of the collective bargaining agreement during this school year.

Satisfactory **Unsatisfactory**

Employee signature:

This signature is not an indication of agreement with the contents of this evaluation, but indicates receipt of the document and acknowledgment that this document will be placed in the employee's personnel file.

PLEASE RETURN TO YOUR EVALUATOR BEFORE THE END OF THE SCHOOL YEAR.