

## **Barnstable Paraprofessional Evaluation Procedures and Form**

### **A rating for each Standard:**

|                           |  |
|---------------------------|--|
| <b>Exemplary:</b>         | consistently exceeds fulfillment of the Standard as outlined by by the Indicators. This rating indicates the evaluator judges the employee's work with the Standard as a model/exemplar. |
| <b>Proficient:</b>        | consistently fulfills the work of the Standard as the outlined by the Indicators   |
| <b>Needs Improvement:</b> | partially fulfills the work of the Standard as outlined by the Indicators  |
| <b>Unsatisfactory:</b>    | does not fulfill the work of the Standard as outlined by the Indicators  |

A comment box for each Standard where the evaluator:

1. Will provide a brief rationale with specific details if the Standard is rated Exemplary.
2. May leave blank if the Standard is rated Proficient.
3. Will provide a brief rationale with specific details and next steps if the Standard is rated Needs Improvement or Unsatisfactory.

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

The evaluator determines the rating on each Standard based on the evaluator's professional judgment.

## **Process**

### **Notification:**

Keep the contractual language about notification of evaluator by Oct 1, per Article 9 B.

We'd like this to be in writing.

Add that for those Paraprofessionals hired after Oct 1, notification will be within the first 15 school days of their employment.

All Paraprofessionals will be provided a copy of the Evaluation template and Process with their notification.

### **Observations, Meetings, and Artifacts:**

When Paraprofessionals are observed, it remains under the parameters set forth in Article 9 A. If the evaluator or another administrator observes anything that is deemed Needs Improvement or Unsatisfactory, the evaluator will meet with the Paraprofessional at a mutually-agreeable time within 10

school days of observing/receiving a report to address the concern. These meetings, unless otherwise indicated, are not intended to be disciplinary. They will provide feedback for progress towards Proficient. If the concern comes from an administrator other than the evaluator, the source will be identified. Feedback will be documented in writing by the evaluator and given to the Paraprofessional via email, within 5 school days after the meeting.

A Paraprofessional can request an observation from their evaluator at any time and the evaluator will make every effort to observe upon request.

A Paraprofessional can request a meeting to discuss an observation or their practice with their evaluator and the evaluator will make every effort to meet.

A Paraprofessional may share artifacts of practice with their evaluator at any time during the school year, but no later than May 1.

**Final Evaluation:**

The final evaluation will be completed per the timelines in Article 9, C. For any Paraprofessional rated less than Proficient in two or more Standards, the evaluator will meet with the Paraprofessional prior to the date in Article 9, C.

**Feedback from others:**

As outlined in the CBA, any feedback given to the evaluator from another staff member can only be addressed with the employee if the other staff member is identified. Licensed Employees are not part of the evaluation process for the Paraprofessionals that they may work with/supervise; though, if they give feedback to the evaluator to be addressed with the Paraprofessional, they will need to be identified.