

# Marion County Special Education Cooperative

## Paraeducator Evaluation

Name \_\_\_\_\_

Supervisor \_\_\_\_\_

District \_\_\_\_\_

Date \_\_\_\_\_

MARION COUNTY SPECIAL EDUCATION COOPERATIVE #617

1500 E Lawrence

Marion, KS 66861

620-382-2858

# MARION COUNTY SPECIAL EDUCATION COOPERATIVE #617

## PARAEDUCATOR EVALUATION

Marion County Special Education Cooperative policy states that all paraeducators are required to go through an evaluation process annually.

**Paraeducators** - One evaluation is required per school year and shall be completed by the supervisor by **April 1**. Exceptions may be made for paras hired during the school year.

*The supervising teacher has the prerogative to evaluate the para more than required if concerns arise and you are encouraged to evaluate before Christmas break to give feedback even though final eval is not done.*

### DEFINITION OF TERMS

**Commendable** – Is obviously gratified by work, definitely doing the job, does more than asked within job description, takes initiative, attitude and skills are a resource for others.

**Acceptable** – Doing what is asked, positive outlook, seeks to improve.

**Developing** – Attitude and skills are still developing. Para still needs regular direction and supervision. Needs to be made aware of the weaknesses and given a chance to learn and grow.

**Improvement Needed** – Attitude and skills are not helping students progress. Needs to be made aware of the weakness and given a chance to learn and grow. Skills and/or attitude can be detrimental to student progress. Improvement must be demonstrated.

	MEETS EXPECTATIONS			Improvement Needed
				(Provide explanation on pg. 4)
Demonstration of Job Skills	Commendable	Acceptable	Developing	Improvement needed
Job Knowledge				
Quality of Work				
Sees work to completion				
Uses time wisely				
Behavior management skills				
Academic skills; reading math, other				
Uses technology available				
<b>Assistance to Students</b>				
Differentiates between students learning the skills and merely completing the work				
Promotes student’s internal motivation and behavior controls				
Encourages students to do their best to complete their work on their own				

<b>Job Responsibility</b>	<b>Commendable</b>	<b>Acceptable</b>	<b>Developing</b>	<b>Improvement Needed</b>
Work organization				
Care of equipment				
Follows directions				
Independent thinking				
Accepts responsibility				
Demonstrates initiative				
<b>MCSEC Policies/Practices</b>				
Confidentiality requirements met at school & in public				
Speaks positively about special education				
Speaks positively about education in general				
Speaks positively about staff members				
Speaks positively regarding students				
<b>Relating With Others</b>				
Relationships with co-workers:				
Works Cooperatively				
Carries share of work load				
Relationships with supervision:				
Accepts direction				
Accepts redirection				
Asks for help when needed				
Asks questions appropriately				
Relationships with students:				
Approachable & friendly				
Maintains respect for students				
Earns respect from students				
Accepting of others and their ideas				
<b>Maintains Professionalism</b>				
With supervisor				
With co-workers				
With students				
With parents				
With the public				
<b>Personal Attributes</b>				
Appearance				
Dependability				
Loyalty				
Attitude toward job				
Attendance				
Punctuality				

**Evaluator's Summary of Paraeducator's Performance:** This space must be used by the evaluator to comment in regard to evaluation areas marked Developing. For any concerns marked in "Improvement needed" area identify steps to be taken to improve performance to a Developing level and the appropriate time frame.

**Employee Comments:** This space may be used by the employee to comment in regard to the evaluation given above or to other aspects of performance as needed. If employee requires additional time to respond, please so note in this space and submit response to Director within 10 days. Evaluator will be made aware of the employee response.

(Attach additional pages if needed)

**NOTE:** The employee is to sign this document. The employee's signature on this report does not represent agreement with the evaluation. Signatures indicate only that the employee has reviewed this form in conference with the evaluator.

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Is conference requested with the Director? YES NO (Conference may be required by the Director)

The supervising teacher shall insure that the building principal has the opportunity to participate in this evaluation as will be indicated by the principal's signature below.

**Building Principal's Comments:**

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date