

Paraeducator Evaluation

Name: _____

Date: _____

Performance Expectations for all Paraeducators:

The paraeducator maintains confidentiality regarding student information and data.	Proficient - Developing - Needs Improvement
The paraeducator accepts directives, corrections, reassignments, suggestions with poise.	Proficient - Developing - Needs Improvement
The paraeducator attends regularly, is on time, and follows the schedule as assigned.	Proficient - Developing - Needs Improvement
The paraeducator follows the Keystone's policies and procedures as well as those of the home district.	Proficient - Developing - Needs Improvement
The paraeducator communicates effectively with staff/students.	Proficient - Developing - Needs Improvement
The paraeducator observes, documents, and communicates student needs or concerns with the supervising teacher and/or IEP team as needed.	Proficient - Developing - Needs Improvement
The paraeducator implements assigned activities in an enthusiastic and thorough manner.	Proficient - Developing - Needs Improvement
The paraeducator uses time effectively while supporting students.	Proficient - Developing - Needs Improvement
The paraeducator adjusts management style in response to student needs.	Proficient - Developing - Needs Improvement

Comments:

"I have read this report (or report has been read to me) and I have discussed it with my supervisor"

Evaluator

Date

Employee

Date

Employee Name _____ Location _____
 Supervising Teacher _____ Date _____

SUPERVISING TEACHER’S REPORT OF CIRCUMSTANCES REQUIRING CORRECTIVE ACTION

1. Nature of the problem/situation that needs correction: (check all that apply)

	Attendance/Punctuality		Unprofessional Conduct
	Actively engaged &/or following instructions		Documentation
	Confidentiality		Noncompliant with Policies and Procedure
	Communication Skills		Other-Specify

2. If the employee has previously been counseled or disciplined, especially concerning similar matters, attach copies of the prior record of action taken. If these actions were not documented, describe here what the actions were, the dates or approximate dates that the incident(s)/situation(s) occurred, and any other pertinent facts.

3. What comments were given by the employee to explain his/her viewpoint on the problem/situation described above?

4. Describe clearly and objectively what the employee needs to do to improve. (The employee’s job description should also be reviewed with the employee.)

Measurable Goal:

Training Needed:

Timeframe:

Review Date:

The purpose of this document is to identify performance deficiencies and to provide a clear, concise mechanism for improving performance. Every effort will be made to provide training and support necessary for the successful completion of this Performance Improvement Plan. Failure to meet expectations above may result in termination of employment. We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined.

I have reviewed this form with the employee and he/she understands this form will become part of his/her personnel file.

Signature of Supervisor _____ Date: _____

I have read and understand this corrective action form and understand what will result from further violations of district policy or poor job performance.

Signature of Employee: _____ Date: _____

Signature of Keystone Administrator _____ Date _____