

CKCIE Paraeducator Appraisal System

School Year _____

Paraeducator Name _____

Please Print

▶ 3 Levels of Performance

- 1= Exceeds Expectations
- 2= Meets Expectations
- 3= Not Meeting Expectations (Please explain under comments)

Supervising Teacher _____

School _____

Date _____

- ▶ **Appearance:** follows the school/district dress code; always looks professional; provides good role model.
- ▶ **Attendance:** rarely misses work (0-1 absence per month); rarely late to work; gives advance notice of absences.
- ▶ **Attitude:** has a positive attitude; greets students, staff, and parents; never gossips, provides constructive suggestions.
- ▶ **Boundaries:** interacts with students appropriately; demonstrates excellent boundaries; understands how personal issues impact ability to work with students/families; requests assistance before any problem arises.
- ▶ **Classroom environment:** works independently and as part of a classroom team to arrange a classroom that is safe, inviting and provides learning opportunities appropriate to the age and developmental level of the students.
- ▶ **Classroom procedures:** takes leadership role in following class procedures; effectively transitions students; responsive to student's needs; role model in appropriate interaction with students.
- ▶ **Communication:** always approachable; respectful; facilitates positive communication between students and staff; uses clear and professional written and verbal communication; good grammar is used; communication is objective.
- ▶ **Confidentiality:** confidentiality is maintained at all times; reminds other staff of confidentiality policies; reports confidentiality concerns to supervisors.
- ▶ **Decision-making:** knows when to make decisions; excellent decision-maker with little or no assistance from supervisor.
- ▶ **Direction from supervisors:** always takes direction and suggestions from supervisors to improve job performance; frequently seeks out assistance to improve skills.
- ▶ **Flexibility:** very flexible in assignments and schedules; invites new ideas and change.
- ▶ **Health and safety:** uses good health and universal safety precautions; reinforces and teaches them to students; takes a leadership role during emergency procedures.
- ▶ **IEP procedures:** individualizes activities for each student's needs using IEP, positive behavior support plan, and collects data as requested by teacher and/or therapist.
- ▶ **Initiative:** able to see what needs to be done and completes the tasks without prompting; assumes additional responsibilities as needed.
- ▶ **Knowledge of developmental and instructional levels:** demonstrates understanding of different developmental/ instructional levels of students; adapts activities appropriately for their developmental/ instructional levels.

