

PARAPROFESSIONAL PERFORMANCE EVALUATION GUIDELINES

INTRODUCTION:

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between you and the employee; open up channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; enable you to assess your own communication and supervisory skills.

The key ingredients in a successful evaluation are: identifying job standards and training needs; establishing a mechanism for employee growth and development; being consistent in measuring and communicating with the employee; and providing opportunities for feedback and clarification.

The following checklists may help you in the performance evaluation process.

Preparing for Staff Performance Evaluations

- Schedule the review with the employee at a convenient time for both of you
- Make sure to give at least one week's notice to the employee
- Supervisors will request a self-evaluation form from the employee. Supervisor will provide the self-evaluation form no less than one week prior to the scheduled evaluation meeting. This practice helps to obtain the employee's view and helps generate discussion during the evaluation.
- Administrators will obtain feedback from teachers using the evaluation form. Note: this is for feedback only and not deemed as an evaluation by the teacher.
- Review all supporting documents or notes relating to employee's performance.
- Complete the performance evaluation form
- Provide accurate narrative comments that support your evaluation of the employee's performance for each standard.
- After evaluating each standard, indicate a performance rating for each.
- After evaluating all attributes, written comments are required for any areas in need of improvement or commendation.

Evaluation Schedule

- Per Article XXII, Section 22.11, “All employees will be notified who their direct supervisor is at the start of every school year.” Please notify your paraprofessionals by October 1st who their primary evaluator will be.
- Self-evaluation document should be submitted at least one week prior to the scheduled evaluation meeting.
- Paraprofessional evaluation must be **completed by June 1.**
- A paraprofessional’s performance may be evaluated at any time during the school year
- For paraprofessionals with performance issues, one or more additional evaluations may be advised.
- If a paraprofessional is still in their probationary period and requires additional support, at least one documented meeting *should* occur during the probationary period.

Conducting Performance Evaluations

Set the climate:

- Be prepared for the evaluation prior to the date and time you arranged with the employee.
- Be ready to discuss both positive and negative aspects of the employee’s performance.
- Provide a comfortable atmosphere.
- Put the employee at ease.
- Ensure no interruptions take place.
- Eliminate physical barriers between you and your employee.

Get Started:

- In most instances, begin on a positive note.
- Be friendly, be yourself.
- Be sincere.
- Point out any recent significant positive performance.
- Stress your desire for two-way communication.

Obtain the Employee’s view:

- Encourage the employee to point out any accomplishments of which you are not aware.
- Have the employee list any areas in which improvement is needed.
- Clarify what you think you’ve heard.

Make any additions, corrections, and deletions to the ratings or comments on the approved Performance Evaluation form

Discuss the employee’s development plan (if applicable)

Schedule a follow-up meeting, if needed, before ending the evaluation.

Finalizing the Performance Evaluation

- Submit the completed Annual Performance Evaluation in TeachPoint **by the last day of school.**