

Paraprofessional (Non-Instructional)

Name:

Date:

Department:

Non-Instructional Paraprofessional

Completing the Evaluation Form: Numerical ratings are to be assigned to each indicator. It is not necessary for the appraiser to comment on each indicator; however, comments are encouraged for areas where exceptional strength is indicated (i.e.; a 4 rating is earned) or for areas which require improvement (i.e.; a 1 or 2 rating is earned).

The Rating Scale: Please choose the appropriate number in the space provided beside each item. Choose N/A if specific indicator is not applicable.

4 = Exceeds Expectations

3 = Demonstrates Proficiency

2 = Performs Below Expectations; Improvement is Needed in Specific Areas

1 = Performs at an Unsatisfactory Level

N/A = Not Applicable

DOMAIN I: PERSONAL EFFECTIVENESS

	4	3	2	1	N/A
1. Exhibits an honest, caring attitude toward co-workers and students.	_____	_____	_____	_____	_____
2. Demonstrates self-control and tact.	_____	_____	_____	_____	_____
3. Accepts and carries out assignments in a positive and supportive manner.	_____	_____	_____	_____	_____
4. Works well and gets along with supervisors, students, parents, administrators, and other employees.	_____	_____	_____	_____	_____
5. Understands and responds to directions and instructions.	_____	_____	_____	_____	_____
6. Creates a pleasant work environment for others.	_____	_____	_____	_____	_____
7. Keeps supervisor informed.	_____	_____	_____	_____	_____
8. Participates as a team player in finding solutions to assigned work problems.	_____	_____	_____	_____	_____

9. Complies with scheduled work periods. (i.e. start-up time, breaks, lunch period, etc.)					
10. Makes good use of workday time.					
11. Completes tasks and assignments in a timely manner.					
12. Is available for extra work when needed.					
13. Reports absences promptly.					
14. Uses proper procedures to complete tasks and assignments.					

COMMENTS:

DOMAIN II: PROFESSIONAL EFFECTIVENESS

	4	3	2	1	N/A
1. Demonstrates knowledge of district, department, and campus policies and procedures.					
2. Supports department and campus policies, procedures, and guidelines.					
3. Follows appropriate lines of authority in making requests or communicating concerns.					
4. Attends all department and/or campus meetings as required.					
5. Is familiar with all equipment, tools, supplies, and materials needed to perform the assigned task.					
6. Works in a safe manner that does not endanger self, other employees, students, and other people. (i.e. correct lifting, storage procedures, etc.)					
7. Reports unsafe conditions to					

supervisor or proper authorities.					
8. Seeks self-improvement ideas from supervisor and/or colleagues.					
9. Participates in improvement training programs.					
10. Sets goals that reflect feedback from the evaluation process.					
11. Looks for new and effective techniques to improve performance.					
12. Adapts to schedule changes and changing work assignments.					

COMMENTS:

DOMAIN III: PERFORMANCE EFFECTIVENESS

Reviewing the job description, the appraiser will provide skill-specific performance feedback for the employee in the section below.

Relevant to the job description, the employee demonstrates the following strengths:

Relevant to the job description, the employee demonstrates the following areas for growth:

Based on the information above, the recommended next steps for the employee are as follows:

Overall Performance Rating

4 = Exceeds Expectations

3 = Demonstrates Proficiency

2 = Performs Below Expectations; Improvement is Needed in Specific Areas

1 = Performs at an Unsatisfactory Level

Date: _____ Date: _____