

Para-Professional Evaluation Form Turkeyfoot Valley Area School District

Name: _____	Date of Evaluation: _____
Assignment: _____	Evaluator _____

DEFINITIONS OF RATINGS

The following definitions are used to identify the employee’s level of performance. Employees will be evaluated at least once a year by their supervisor. Evaluations will be shared with the Superintendent of Schools.

- | | | |
|-------------------|------|--|
| DISTINGUISHED | (D) | Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected. |
| PROFICIENT | (P) | Performs assigned duties at an acceptable level through demonstrated application of skills. |
| Needs Improvement | (NI) | Performance in one or more areas does not meet the requirement for a “Meets Expectations” rating. Improvement is required. |
| Failing | (F) | Even under close direction, performance does not indicate the ability and/or willingness to improve. |

Overall Rating: Using the attached rubrics, review the employee’s performance and record the overall rating for each of the items in the following Domains by entering comments in the appropriate column.

Domain 1 Job Skills

Component	Failure	Needs Improvement	Proficient	Distinguished
Job Knowledge				
Willingness to Learn				
Follows Directions				
Organized				
Quality of Work				
Flexibility				

Communicates Effectively with Teacher				
Communicates Effectively with Students				

Evaluators Comments: (required for failing and needs improvement)

Domain 2 Personal Traits

Component	Failure	Needs Improvement	Proficient	Distinguished
Dependability				
Helpful				
Honesty				
Judgment				
Appearance				
Collaborative				
Completed 20 Hours of Professional Development				

Evaluators Comments: (required for failing and needs improvement)

Domain 3 Relationships with Others

Component	Failure	Needs Improvement	Proficient	Distinguished
Administration				
Teacher				
Staff				
Students				
Parents				

Evaluators Comments: (required for failing and needs improvement)

Domain 4 Attendance

Component	Failure	Needs Improvement	Proficient	Distinguished
Attendance				
Punctuality				

Evaluators Comments: (required for failing and needs improvement)

SUMMARY STATEMENT OF PERFORMANCE

Evaluator may write a statement synthesizing overall performance derived from the ratings and the job description and include any suggestions for improvement.

Domain	Failure	Needs Improvement	Proficient	Distinguished
1 Job Skills				
2 Personal Traits				
3 Relationships				
4 Attendance				

Final Rating (select one) Failing Needs Improvement Proficient Distinguished

Support Staff Members' comments in regard to evaluation (optional):

Employee Signature

Date

**I understand that my signature does not imply agreement with the evaluation, but simply
Indicates that I have seen and read the evaluation.**

Evaluators Signature

Date

Superintendents Signature

Date