

**WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT FORM SUMMARY
SUPPORT PERSONNEL**

Name _____ Position **PARAPROFESSIONAL**
 School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 – 94 Exemplary 93 – 86 Effective 85 – 75 Needs Improvement 74 – 65 Unsatisfactory 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
PARAPROFESSIONAL**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities pre-planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs, activity areas and the like.
3. Examine long and short term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
6. Assist in the implementation of appropriate student behavior management techniques.
7. Assist in maintaining the security of records, materials and equipment.
8. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
9. Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers, and maintaining confidential records.
10. Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
11. Provide instructional assistance as planned or coordinated by the teacher or administrator.
12. Assist the teacher in maintaining the records, which document student performance.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 30 28 26 18 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

13. Treat students and adults with consideration and respect.
14. Encourage students to do their best.
15. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
16. Use classroom management techniques conducive to an effective classroom environment.
17. Assist in maintaining positive relationships between the school and parents.
18. Communicate effectively orally and in writing.
19. Collaborate with peers to create quality instructional environment.
20. Participate in training programs and inservice.
21. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
22. Use effective, positive interpersonal skills.
23. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 16 14 12 6 0

Name _____

Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 24. Maintain a clean and orderly environment for students.
- 25. Manage time efficiently.
- 26. Perform assigned clerical and bookkeeping duties.
- 27. Prepare and maintain requested/required reports and records.
- 28. Work closely with teacher or other professionals.
- 29. Demonstrate support for teamwork.
- 30. Maintain confidentiality regarding student information.
- 31. Demonstrate integrity through ethical behavior.
- 32. Perform job responsibilities in a timely and consistent manner.
- 33. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check One) 18 16 14 7 0

4. SYSTEM SUPPORT

Category Definitions

- 34. Provide student supervision as assigned, following appropriate training.
- 35. Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
- 36. Assist students with personal hygiene, health and safety issues, or grooming if required. One on one ESE paraprofessionals may require medium to heavy work.
- 37. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- 38. Participate in all required pre-service and post service training activities.
- 39. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
- 40. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check One) 18 16 14 7 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating

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 (Check One) 18 16 14 7 0