

**READS COLLABORATIVE
PARA-PROFESSIONAL EVALUATION FORM**

Employee Name:

Date:

Position/Program:

Years in position:

Completed by self _____ supervisor _____

Rating Scale:

1. Lacks experience or knowledge in this area
2. Has experience or knowledge in this skill, but requires assistance
3. Has basic competencies to perform this skill
4. Performance of competencies in this skill qualitatively and quantitatively exceed basic levels
5. Not applicable

Competencies required to perform professional duties in an educational program

Please add comments, particularly when rating is less than #3.

___ Demonstrates a working knowledge of the programs assigned.

___ Demonstrates a working knowledge of basic medical practices and procedures, particularly in relationship to severely and profoundly handicapped students.

___ Implements individual and group behavior management techniques, given appropriate training.

___ Demonstrates support of assigned teacher's classroom organization.

___ Demonstrates skills in recording of student achievement (grades, behavior, etc.) which is complementary to the assigned teacher's

___ Substitutes for the assigned teacher as needed.

Comments:

Competencies required to support the development of effective relationships with parents and community

Please add comments, particularly when rating is less than #3.

- ___ Respects parents' religious and cultural backgrounds in discussions with them and in professional discussions.
- ___ Maintains honest and tactful communication, using appropriate channels
- ___ Is available for parent-teacher conferences as requested.
- ___ Demonstrates knowledge of when to involve a supervisor in sensitive issues or situations.

Comments:

Competencies required to fulfill any professional position

Please add comments, particularly when rating is less than #3.

- ___ Plans and fulfills all assignments, complying with all time schedules.
- ___ Communicates positively with the community about READS.
- ___ Uses non-direct service time efficiently and effectively.
- ___ Communicates in writing using good form, correct spelling and grammar, and legible handwriting.
- ___ Demonstrates effective organizational skills.
- ___ Demonstrates skill in care and use of all materials and equipment.
- ___ Maintains accurate and up-to-date pupil records under supervision.
- ___ Assumes responsibility for student safety during the day.
- ___ Works cooperatively with other staff.
- ___ Provides appropriate feedback to assigned teaching staff as requested
- ___ Participates in the development and review of school procedures and regulations when appropriate.

Personal Planning Objectives

Directions: This is a joint process to be done after completing and reviewing the evaluation form. The initial meeting at which the evaluation form is completed will take place in the fall of each school year. Directly following this meeting, 1-2 personal planning objectives will be developed by the staff person with the assistance of the supervisor. Progress towards these objectives will be reviewed by the staff person and the supervisor in the spring before the end of the school year.

First meeting date: September 1 – October 31

Progress meeting date: March 15 – May 15

Areas to be developed:

- 1.
- 2.

Plan for improvement:

Observable outcome of improvement:

Assistance required from supervisor: