

**SCENECTADY CITY SCHOOL DISTRICT  
PARAPROFESSIONAL EVALUATION ---Custom - School Year---**

<b>EMPLOYEE NAME</b>	---Staff Full Name---
<b>LOCATION</b>	---HR Work Location---
<b>DATE</b>	---Custom - Date of Evaluation---
<b>JOB TITLE</b>	---Staff Title---
<b>EVALUATOR</b>	---Staff Evaluation Supervisor Full Name---
<b>CONTRIBUTORS</b>	---Custom - Contributors---

Rate each item by selecting the phrase that most clearly describes the employee's actual work performance.

<b>Communication: ---Custom - Communication---</b>	
<b>Highly Effective</b>	Always keeps supervisor and other who need to know well informed
<b>Effective</b>	Usually keeps supervisor and other who need to know well informed
<b>Developing</b>	Communication is not always clear and consistent
<b>Ineffective</b>	Unacceptable performance
<b>Not Applicable</b>	Not Applicable
<b>Technology: ---Custom - Technology---</b>	
<b>Highly Effective</b>	Knowledgeable and able to help students using technology
<b>Effective</b>	Able to use most technology available
<b>Developing</b>	Needs more training and experience using technology
<b>Ineffective</b>	Unacceptable performance
<b>Not Applicable</b>	Not Applicable
<b>Classroom Support and Interaction: ---Custom - Classroom Support and Interaction---</b>	
<b>Highly Effective</b>	Provides excellent classroom support for teachers and interactions in the classroom contribute to student success
<b>Effective</b>	Provides support for teachers as requested and interactions with students are usually effective in contributing to student success
<b>Developing</b>	Needs more training and experience
<b>Ineffective</b>	Unacceptable performance
<b>Not Applicable</b>	Not Applicable
<b>Interactions with Students: ---Custom - Interaction with Students---</b>	
<b>Highly Effective</b>	Interactions with students reflect genuine respect, caring and cultural understanding for individual students, as well as groups of students
<b>Effective</b>	Interactions with students demonstrate general caring and respect. Interactions are appropriate to the ages and cultures of the students
<b>Developing</b>	Student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures
<b>Ineffective</b>	Student interactions are inappropriate to the age or culture of the students
<b>Not Applicable</b>	Not Applicable

<b>Self Discipline: ---Custom - Self Discipline---</b>	
<b>Highly Effective</b>	Always maintains effective control of self and always uses appropriate strategies to address student behavior
<b>Effective</b>	Usually maintains effective control of self and usually uses appropriate strategies to address student behavior
<b>Developing</b>	Needs more training and experience
<b>Ineffective</b>	Unacceptable performance
<b>Not Applicable</b>	Not Applicable
<b>Attitude towards work: ---Custom - Attitude towards work---</b>	
<b>Highly Effective</b>	Always has a positive working attitude that strengthens the school and creates an environment of trust
<b>Effective</b>	Usually has a positive working attitude
<b>Developing</b>	Sometimes has a negative attitude when under pressure or in difficult situations
<b>Ineffective</b>	Often downgrades the school and many of the employees
<b>Not Applicable</b>	Not Applicable
<b>Attendance: ---Custom - Attendance---</b>	
<b>Highly Effective</b>	Perfect Attendance
<b>Effective</b>	Acceptable Attendance
<b>Ineffective</b>	Poor Attendance
<b>Not Applicable</b>	Significant illness impacted attendance this year (i.e. FMLA, etc.)
<b>Tardiness: ---Custom - Tardiness---</b>	
<b>Highly Effective</b>	Always punctual and prepared to begin working at the expected start time
<b>Effective</b>	Usually punctual and prepared to begin working at the expected start time
<b>Developing</b>	Usually reports to work on time but is often unprepared to begin working at the expected start time
<b>Ineffective</b>	Often late and unprepared to begin working at the expected start time
<b>Not Applicable</b>	Not Applicable
<b>Safety: ---Custom - Safety---</b>	
<b>Highly Effective</b>	Paraprofessional assists students with implementing classroom safety procedures
<b>Effective</b>	Paraprofessional regularly implements classroom safety procedures
<b>Developing</b>	Paraprofessional inconsistently implements classroom safety procedures
<b>Ineffective</b>	Paraprofessional does not implement classroom safety procedures
<b>Not Applicable</b>	Not Applicable
<b>Collaborative Teamwork: ---Custom - Collaborative Teamwork---</b>	
<b>Highly Effective</b>	Willing to jump in and help with any situation without necessarily being asked; offers and takes suggestions for improvements
<b>Effective</b>	Follows instructions and cooperates with team members and other school staff
<b>Developing</b>	Struggles to follow instructions and takes some suggestions for improvement
<b>Ineffective</b>	Is argumentative and does not take constructive criticisms for improvements
<b>Not Applicable</b>	Not Applicable

**COMMENTS REGARDING OVERALL PERFORMANCE:**

---Custom - COMMENTS REGARDING OVERALL PERFORMANCE---

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**SPECIFIC AREAS NEEDING IMPROVEMENT:**

---Custom - SPECIFIC AREAS NEEDING IMPROVEMENT---

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**IDENTIFY IF THERE ARE OTHER REQUIRED TRAININGS FOR PROFESSIONAL LEARNING:**

---Custom - OTHER REQUIRED TRAINING OR PD---

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**RESPONSE OF PARAPROFESSIONAL:**

---Custom - RESPONSE OF PARAPROFESSIONAL---

**This evaluation has been discussed with me by my supervisor: ---Custom - Discussed with Supervisor---**

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