

**Orleans Central Supervisory Union  
Paraeducator Evaluation Form**

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Rating Scale

- E - Excels (consistently met to an outstanding level)
- P - Performs well (consistently met to an acceptable and satisfactory degree)
- D - Developing (shows evidence of developing to an acceptable and satisfactory degree)
- N - Needs Improvement (requires improvement if performance is to become acceptable or satisfactory)
- X - Not observed (does not apply to the specific assignment)

Rating	Criteria	Comments
=====	<b>COMMUNICATION</b>	=====
	Uses appropriate and clear language	
	Responds appropriately to difficulties and seeks help from appropriate individuals	
	Communicates student needs or concerns to appropriate persons	
	Respects confidentiality and demonstrates discretion	
	Maintains clear and accurate records	
	Communicates appropriately and respectfully with students	
	Communicates appropriately and respectfully with co-workers	
Rating	Criteria	Comments
=====	<b>RESPONSIVENESS TO STUDENT NEEDS</b>	=====
	Adjusts management style in response to student needs, ability levels, and maturity	

	levels	
	Responds appropriately to difficulties and seeks help from appropriate individuals	
	Assists in adapting instructional activities and materials according to learner needs and individualized program	
	Recognizes strengths and abilities of students	
	Fosters student independence, socialization, and self-esteem; accepts and respects students	
	Suggests relevant ideas or changes to student support when appropriate	
	Demonstrates interest and enthusiasm	
	Demonstrates initiative	
	Demonstrates ability to work independently	
	Demonstrates effective strategies for management of student behavior	
<b>Rating</b>	<b>Criteria</b>	<b>Comments</b>
=====	<b>WORKING RELATIONSHIPS</b>	=====
	Follows written and oral plans and instructions, seeking clarification as needed	
	Demonstrates flexibility to changes in schedules, plans, assignments, and so forth.	
	Participates effectively as a team member	
	Responds appropriately to input and direction from teachers and other team members	
	Maintains composure under pressure	
	Demonstrates proficiency in academic skills, including oral and written communication	
	Asks for help	
<b>Rating</b>	<b>Criteria</b>	<b>Comments</b>

=====	<b>RESPONSIBILITY</b>	=====
	Follows through on directions and student program requirements	
	Responds appropriately to, and acts on, constructive feedback	
	Adheres to classroom, school, and district policies and procedures	
	Demonstrates punctuality and regular attendance	
	Pursues professional development as needed for assignment	

**Evaluator(s) Comments:**

Evaluator(s) signature \_\_\_\_\_

Date \_\_\_\_\_

Paraeducator's signature \_\_\_\_\_

Date \_\_\_\_\_

The paraeducator's signature indicates that this evaluation was reviewed and does not necessarily imply agreement with the evaluation.

Adapted from: "The Classroom Teacher's Guide for Working with Paraeducators", Master Teacher, 2000