

## 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
<b>Job Knowledge</b>				
<b>Willingness to Learn</b>				
<b>Follows Directions</b>				
<b>Organized</b>				
<b>Quality of Work</b>				
<b>Flexibility</b>				

<b>Communicates Effectively with Teacher</b>				
<b>Communicates Effectively with Students</b>				

Evaluators Comments: (required for failing and needs improvement)

Domain 2 Personal Traits

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

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