|  |
| --- |
| **Monroe One BOCES – PARAPROFESSIONAL ASSOCIATION EVALUATION** |
| **TEACHER/SUPERVISOR INPUT** |
| Name: | School Year: |
| Department/Program: | Date of Evaluation: |
| Assignment/Teacher: | Supervisor/Administrator: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EVALUATION AREA***(Please note: Comments are optional)* | NotAcceptable**1** | NeedsImprovement**2** | Effective**3** | HighlyEffective**4** | Exceptional**5** |
| **Promptness:** Ready to begin work in assigned location and works assigned hours.*Comments:* |  |  |  |  |  |
| **Maintains confidentiality:** Maintains confidentiality for staff and students. (Including: social media, interactions in the community, not sharing information outside of the classroom)*Comments:*  |  |  |  |  |  |
| **Personal appearance:** Appropriately dresses for the assignment. Follows the program dress code (Including: indoor/outdoor activities, pool, CBI, etc.)*Comments:* |  |  |  |  |  |
| **Positive attitude:** Demonstrates a positive attitude and commitment toward work.*Comments:* |  |  |  |  |  |
| **Understands and fulfills roles and responsibilities:** Understands job roles and responsibilities (Follows student IEPs and BIPs, helps student(s) to improve his/her sense of responsibility)*Comments:*  |  |  |  |  |  |
| **Follows teacher, administrative, and support staff direction:** Does what is expected and/or asked and abides by administrative and teacher decisions.*Comments:* |  |  |  |  |  |
| **Appropriately manages students’ behavior:** Treats students in a respectful and consistent manner, and appropriately manages students’ behavior with good judgment. Supports classroom, school rules, and expectations.*Comments:*  |  |  |  |  |  |
| **Job knowledge:** Understands job and what is expected as a BOCES paraeducator, notetaker, sign skills coach, job coach. Understands and executes duties per job description.*Comments:* |  |  |  |  |  |
| **Able to do physical tasks and approved intervention techniques (when appropriate):** * Performs all physical tasks as required by position including: walking, lifting, and moving students
* Able to participate in approved Therapeutic Crisis Intervention training

*Comments:* |  |  |  |  |  |
| **Organizational skills:** Organizes and performs tasks effectively and efficiently.*Comments:* |  |  |  |  |  |
| **Communication with staff:** Maintains open and appropriate communication with others including school staff.*Comments:* |  |  |  |  |  |
| **EVALUATION AREA***(Please note: Comments are optional)* | NotAcceptable**1** | NeedsImprovement**2** | Effective**3** | HighlyEffective**4** | Exceptional**5** |
| **Communication with students:** Communicates information and expectations clearly and respectfully. Demonstrates good listening skills.*Comments:* |  |  |  |  |  |
| **Works well with others:** Is adaptive, flexible, and works harmoniously with staff and students. Is a good role model.*Comments:* |  |  |  |  |  |
| **Maintains appropriate boundaries:** Uses good judgment and maintains appropriate student/staff boundaries. *Comments:* |  |  |  |  |  |
| **Attends meetings:** Attends all required meetings as expected or directed.*Comments:* |  |  |  |  |  |
| **Uses email:** Uses BOCES email system regularly to communicate and to remain informed regarding BOCES operations.*Comments:* |  |  |  |  |  |
| **Uses technology in appropriate manner:*** Uses technology to assist students.
* Uses school technology appropriately and to enhance work activity.
* Uses personal technology devices appropriately.

*Comments:* |  |  |  |  |  |

**Teacher/Supervisor Comments/Suggestions:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Administrator Comments/Suggestions:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paraprofessional Unit Member Signature Date Teacher Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor/Administrator Date**