



# Warren Woods Public Schools Paraprofessional Performance Assessment

Paraprofessional Name: \_\_\_\_\_ Building: \_\_\_\_\_

Assessment Date: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

- Probationary
- Non-Probationary

**Purpose:** The purpose of this assessment is to discuss performance and improve communication between the paraprofessional, teacher(s)/nurse and administrator(s).

**Timelines:** All employees receive a formal assessment at least once every three (3) years. New employees receive formal assessments during the first sixty (60) work days. This excludes holidays and vacation time.

**Process:**

1. Paraprofessional and teacher(s) and/or nurse working with paraprofessional complete assessment rubrics.
2. Paraprofessional and administrator have a pre-assessment conference to discuss performance.
3. Administrator collects assessment rubrics from paraprofessional and cooperating teacher(s) and/or nurse.
4. Administrator prepares a final written assessment, reviewed by paraprofessional in a conference meeting.
5. Paraprofessional may choose to write an attachment of clarification.
6. Paraprofessional and Administrator sign final assessment with copies distributed to paraprofessional, personnel file and special education office files.

**Warren Woods Public Schools Paraprofessional Performance Assessment**  
**Standard 1: Demonstrates Job Knowledge**



Level of Performance			
Unsatisfactory = 1	Needs Attention = 3	Meets Expectations = 4	Exceeds Expectations = 5
<p><b>Paraprofessional demonstrates insufficient job knowledge or understanding of job duties and procedures.</b></p>	<p><b>Paraprofessional demonstrates minimal job knowledge and basic understanding of job duties and procedures.</b></p>	<p><b>Paraprofessional exhibits accurate and current job knowledge and demonstrates effective performance in job duties and procedures.</b></p>	<p><b>Paraprofessional exhibits extensive knowledge of the job duties. Knowledge of procedures is extensive, showing evidence of continuous improvement.</b></p>
<ul style="list-style-type: none"> <li>○ Unable to articulate requirements of the job.</li> <li>○ Unable to demonstrate sufficient skills to perform job duties as assigned.</li> <li>○ Unable to retain information or procedures. Asks same questions.</li> <li>○ Needs constant guidance to use resources and perform duties.</li> <li>○ Does not understand or comply with school policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>○ Demonstrates basic understanding of job duties and procedures.</li> <li>○ Demonstrates basic skills to perform duties with ongoing guidance and supervision.</li> <li>○ Demonstrates basic skills to communicate effectively with others.</li> <li>○ Demonstrates basic understanding of available resources. Asks for help when needed.</li> <li>○ Applies basic understanding of school policies and procedures on an inconsistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>○ Exhibits working knowledge of job responsibilities and procedures required to perform job.</li> <li>○ Performs job independently. Demonstrates ongoing positive growth.</li> <li>○ Engages in effective communication with others at all times.</li> <li>○ Demonstrates and consistently follows school policies and procedures.</li> <li>○ Aware of resources and applies them appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>○ Anticipates, takes independent initiative and acts on evolving requirements of job.</li> <li>○ Shares knowledge and skills with others.</li> <li>○ Fully understands job responsibilities and impact on others, classroom and school.</li> <li>○ Self-motivated; seeks to gain knowledge of professional skills and best practices.</li> <li>○ Always displays competency in job skills and responsibilities.</li> </ul>

Comments: \_\_\_\_\_

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**Warren Woods Public Schools Paraprofessional Performance Assessment**  
**Standard 2: Demonstrates Job Competence**



Level of Performance			
Unsatisfactory = 1	Needs Attention = 3	Meets Expectations = 4	Exceeds Expectations = 5
<b>Paraprofessional is unwilling to display minimal understanding of expectations in the school environment.</b>	<b>Paraprofessional understands and demonstrates basic level of competence.</b>	<b>Paraprofessional understands and demonstrates consistent job competence and expectations.</b>	<b>Paraprofessional exhibits a solid understanding of best practice and expectations in a school environment and seeks to improve upon them.</b>
<ul style="list-style-type: none"> <li>○ Does not exhibit professional behavior in accordance with school expectations.</li> <li>○ Is unable to articulate confidentiality requirements; does not maintain confidentiality.</li> <li>○ Assigned tasks are inaccurate or incomplete.</li> <li>○ Poor time-management and unorganized work.</li> <li>○ Does not take direction or follow guidelines.</li> <li>○ Inflexible to change.</li> </ul>	<ul style="list-style-type: none"> <li>○ May articulate behavior expectations, but exhibits inconsistent behavior.</li> <li>○ May articulate confidentiality practices, but does not maintain confidentiality consistently.</li> <li>○ The accuracy and completion of assigned tasks vary.</li> <li>○ Time-management and work organization is inconsistent.</li> <li>○ Directions and guidelines are inconsistently followed. Seeks regular assistance.</li> <li>○ Demonstrates inconsistent ability to be flexible.</li> </ul>	<ul style="list-style-type: none"> <li>○ Consistently articulates and demonstrates professional behavior.</li> <li>○ Understands and maintains confidentiality at all times.</li> <li>○ Consistently and accurately completes assigned tasks.</li> <li>○ Exhibits effective time-management and consistently organizes work.</li> <li>○ Consistently exhibits willingness to follow directions and guidelines. Seeks assistance when needed.</li> <li>○ Demonstrates consistent ability to be flexible.</li> </ul>	<ul style="list-style-type: none"> <li>○ Models professional behavior at all times. Willingly shares knowledge with others.</li> <li>○ Exudes trust and reliability. Always maintains and practices confidentiality, articulating and intervening when appropriate.</li> <li>○ Initiates requests for tasks beyond what is assigned.</li> <li>○ Accomplishes all tasks in an organized and time efficient manner. Takes on additional tasks when able.</li> <li>○ Always exhibits willingness to follow instructions and guidelines. Asks clarifying questions and makes positive suggestions.</li> <li>○ Always flexible and willing to adapt to needs of others.</li> </ul>

Comments: \_\_\_\_\_

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**Warren Woods Public Schools Paraprofessional Performance Assessment**  
**Standard 3: Demonstrates Effective Working Relationships and Environment**



Level of Performance			
Unsatisfactory = 1	Needs Attention = 3	Meets Expectations = 4	Exceeds Expectations = 5
<p><b>Paraprofessional exhibits disrespect or lack of rapport with others.</b></p> <ul style="list-style-type: none"> <li>○ Unaware of cultures, values and limitations of others.</li> <li>○ Minimal or inappropriate interaction with others.</li> <li>○ Lack of a positive and collaborative attitude with others.</li> <li>○ Unwilling to set clear limits and boundaries with others.</li> <li>○ Unwilling to problem solve or manage difficult or emergency situations.</li> <li>○ Unwilling to accept constructive feedback and implement recommended changes.</li> <li>○ Demonstrates minimal understanding of procedures and administrative expectations.</li> <li>○ Not punctual or reliable.</li> </ul>	<p><b>Paraprofessional exhibits respect and rapport with others at times.</b></p> <ul style="list-style-type: none"> <li>○ Occasionally sensitive to cultures, values and limitations of others.</li> <li>○ Inconsistent ability to communicate effectively with others.</li> <li>○ Inconsistent behavior modeling for staff and students. Positive attitude at times.</li> <li>○ Limits and boundaries between students and staff are not clear.</li> <li>○ Inconsistent ability to manage difficult or emergency situations.</li> <li>○ Inconsistent ability to accept constructive feedback from others.</li> <li>○ Exhibits some understanding of procedures and administrative expectations.</li> <li>○ Punctuality and reliability is inconsistent.</li> </ul>	<p><b>Paraprofessional demonstrates consistently respectful interactions and rapport with others.</b></p> <ul style="list-style-type: none"> <li>○ Respects cultures, values and limitations of others.</li> <li>○ Efficient, effective and accurate communication.</li> <li>○ Consistently demonstrates a positive and collaborate attitude.</li> <li>○ Clear boundaries with others are set. Interactions between others are respectful and appropriate.</li> <li>○ Manages difficult and emergency situations in a calm, consistent manner.</li> <li>○ Accepts direction and constructive feedback from others.</li> <li>○ Articulates and follows procedures and administrative expectations consistently.</li> <li>○ Punctuality and reliability is consistent.</li> </ul>	<p><b>Paraprofessional engages in highly respectful interactions and rapport with others.</b></p> <ul style="list-style-type: none"> <li>○ Demonstrates sensitivity to cultures, values and limitations of others.</li> <li>○ Efficient, effective, accurate and collaborative communication.</li> <li>○ Always exhibits a considerate, positive attitude. Encourages others to engage in these behaviors.</li> <li>○ Always maintains clear boundaries and highly respectful interactions with others. Reflects a genuine concern for others as individuals.</li> <li>○ Demonstrates a strong ability to identify and resolve issues before they escalate.</li> <li>○ Seeks feedback to improve knowledge and skills.</li> <li>○ Understands and fully complies with expectations to enhance practice.</li> <li>○ Always punctual and relied upon.</li> </ul>

Comments: \_\_\_\_\_

**Warren Woods Public Schools Paraprofessional Performance Assessment**  
**Standard 4: Demonstrates Knowledge of Students**



Level of Performance			
Unsatisfactory = 1	Needs Attention = 3	Meets Expectations = 4	Exceeds Expectations = 5
<p><b>Paraprofessional exhibits limited understanding of the learning process and the needs and limitations of students.</b></p>	<p><b>Paraprofessional demonstrates some understanding of the learning process and the needs and limitations of students.</b></p>	<p><b>Paraprofessional consistently displays knowledge of the learning process and the various needs and limitations of students.</b></p>	<p><b>Paraprofessional demonstrates solid knowledge of the various learning processes and the impact of students' needs and limitations on their learning. Paraprofessional consistently applies appropriate strategies.</b></p>
<ul style="list-style-type: none"> <li>○ Makes minimal attempts to gain knowledge of students learning or abilities. Refuses to follow accommodations.</li> <li>○ Does not seek assistance from others and refuses to follow directions given.</li> <li>○ Makes minimal attempts to encourage independence or engage student in instruction.</li> <li>○ Does not demonstrate understanding of the instructional materials or methods.</li> <li>○ Does not demonstrate an understanding of the students' behavioral/emotional needs.</li> <li>○ Demonstrates inappropriate behavior when working with students. Does not collaborate with teachers.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follows general accommodations. Unable to apply accommodations to others or in other settings.</li> <li>○ Requests constant assistance. Applies directions inconsistently.</li> <li>○ Engages students with minimal results. Limited ability to engage student in independent instruction when appropriate to do so.</li> <li>○ Demonstrates a limited repertoire of strategies and few attempts to help students with instruction; unable to vary methods based on students needs.</li> <li>○ Demonstrates a limited understanding of how to use strategies to support student's behavioral/emotional needs.</li> <li>○ Shows some disrespect towards students. Collaborates with teachers when asked to do so.</li> </ul>	<ul style="list-style-type: none"> <li>○ Articulates and implements students' accommodations and can adapt to others in environment.</li> <li>○ Applies directions from others easily. Willingly accepts guidance and help from others.</li> <li>○ Encourages students to use their skills as independently as appropriate. Provides appropriate reinforcements to students.</li> <li>○ Demonstrates a variety of approaches and uses multiple attempts to engage students as learners.</li> <li>○ Demonstrates and implements a variety of approaches to behavioral intervention. Follows behavior plans accurately.</li> <li>○ Consistently collaborates with teachers on relevant student issues.</li> </ul>	<ul style="list-style-type: none"> <li>○ Willingly assists teacher in implementing and advocating for students' needs across settings.</li> <li>○ Is student-centered. Makes and accepts suggestions for how a student might benefit from accommodations.</li> <li>○ Gets students highly engaged in work so they are active learners and problem solvers.</li> <li>○ Consistently seeks out new approaches to help students meet their individual needs.</li> <li>○ Takes initiative with teachers to proactively identify and resolve relevant student issues.</li> <li>○ Applies effective intervention strategies based on individual student need.</li> </ul>

Comments: \_\_\_\_\_

**Warren Woods Public Schools Paraprofessional Performance Assessment**  
**Standard 5: Meets District Requirements**



Level of Performance			
Unsatisfactory = 1	Needs Attention = 3	Meets Expectations = 4	Exceeds Expectations = 5
<p><b>Paraprofessional does not understand district/program needs and structure. Paraprofessional needs constant assistance to monitor behaviors and appropriate participation.</b></p>	<p><b>Paraprofessional demonstrates basic understanding of district/program needs and structure. Paraprofessional needs assistance to monitor behaviors and appropriate participation.</b></p>	<p><b>Paraprofessional demonstrates general understanding of district/program needs and structure. Paraprofessional contributes to a well-functioning program through monitoring of behaviors and participation.</b></p>	<p><b>Paraprofessional demonstrates full understanding of district/program needs and structure. Paraprofessional anticipates needs to support a well-functioning organization through continuous monitoring of behaviors and participation.</b></p>
<ul style="list-style-type: none"> <li>○ Is unaware of and does not follow district policies and procedures.</li> <li>○ Requires follow-up to complete work accurately and in a timely manner. Does not manage time effectively.</li> <li>○ Does not maintain proper dress and personal hygiene.</li> <li>○ Does not understand or is unwilling to maintain confidentiality.</li> <li>○ Does not exhibit a positive, flexible attitude.</li> <li>○ Is unwilling to seek new or improved methods to complete tasks. Avoids technology.</li> </ul>	<ul style="list-style-type: none"> <li>○ Inconsistently follows district policies and procedures.</li> <li>○ Inconsistent in work completion and timeliness. Difficulty managing time efficiently.</li> <li>○ Inconsistently maintains proper dress and personal hygiene.</li> <li>○ Inconsistent in maintaining confidentiality expectations.</li> <li>○ Inconsistently exhibits a positive, flexible attitude.</li> <li>○ Rarely seeks new or improved methods to complete tasks. Uses technology sparingly.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follows district policies and procedures.</li> <li>○ Completes work accurately and in a timely manner. Manages time effectively.</li> <li>○ Maintains proper dress and personal hygiene.</li> <li>○ Maintains confidentiality.</li> <li>○ Exhibits a positive, flexible attitude.</li> <li>○ Sometimes seeks new and or improved methods to complete tasks; uses technology as needed.</li> </ul>	<ul style="list-style-type: none"> <li>○ Fully aware of and follows district policies and procedures.</li> <li>○ Work is completed in an accurate, organized and timely fashion. Efficient and effective time-management.</li> <li>○ Sets the standard for proper dress and personal hygiene.</li> <li>○ Maintains complete confidentiality at all times.</li> <li>○ Exhibits a positive, flexible attitude and is a model to others.</li> <li>○ Always takes initiative to seek new or improved methods to complete tasks; uses technology willingly and readily.</li> </ul>

Comments: \_\_\_\_\_

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**Warren Woods Public Schools Paraprofessional Performance Assessment  
Final Summary of Assessment Standards**



**Standard 1: Demonstrates Job Knowledge**

**Standard 2: Demonstrates Job Competence**

**Standard 3: Demonstrates Effective Working Relationships and Environment**

**Standard 4: Demonstrates Knowledge of Students**

**Standard 5: Meets District Requirements**

S1  + S2  + S3  + S4  + S5  = Total  /25

=Total Percentage

Unsatisfactory (59.9 % and below) :

Needs Attention (60.0%-73.9%) :

Meets Expectations (74.0%-94.9%) :

Exceeds Expectations (95.0%-100.0%) :

**Warren Woods Public Schools Paraprofessional Performance Assessment  
Overall Assessment**



Overall assessment rating for \_\_\_\_\_'s job effectiveness is (check one):

- Unsatisfactory\*
- Needs Attention\*
- Meets Expectations
- Exceeds Expectations

\*In the case of an overall assessment rating of "Needs Attention" or "Unsatisfactory", administrator will issue a written plan of improvement.

\_\_\_\_\_  
Signature of Administrator Conducting the Assessment

\_\_\_\_\_  
Date

- I will attach a personal statement of clarification to this assessment.
- I reviewed this assessment with my administrator.
- I have received a copy of this assessment.

The presence of the paraprofessional's signature indicates that receipt and review of the assessment, but does not imply agreement with its content.

\_\_\_\_\_  
Signature of Paraprofessional

\_\_\_\_\_  
Date

Distribution of Signed Assessment:

Original Copy - Personnel file

Copies: -Paraprofessional

-Administrator