**BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT**

**PERFORMANCE EVALUATION TOOL**

**PARAPROFESSIONAL UNIT**

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| NAME: | EVALUATOR: |
| SCHOOL: | DATE: |
| EVALUATION PERIOD (SCHOOL YEAR) |  |

**RUBRIC FOR EVALUATION RATING**

|  |  |
| --- | --- |
| EXEMPLARY | RATING OF 3 |
| PROFICIENT | RATING OF 2 |
| NEEDS IMPROVEMENT | RATING OF 1 |
| N/A | NOT APPLICABLE |
| PLEASE NOTE: ANY RATING OF “1” SHOULD BE ACCOMPANIED BY EVIDENCE/COMMENT | |

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| **JOB PERFORMANCE** | **DEC** | **MAY** |
| Work completed meets expectations and performance responsibilities | 3 2 1 N/A | 3 2 1 N/A |
| Carries out all assigned tasks | 3 2 1 N/A | 3 2 1 N/A |
| Follows school and classroom  Procedures | 3 2 1 N/A | 3 2 1 N/A |
| Adheres to classroom techniques, procedures and schedules consistent with teacher expectations | 3 2 1 N/A | 3 2 1 N/A |
| Comments: | | |
| **INTERPERSONAL RELATIONSHIPS** | **DEC** | **MAY** | |
| Relates positively with students and staff | 3 2 1 N/A | 3 2 1 N/A | |
| Reflects on practice and responds appropriately to suggestions | 3 2 1 N/A | 3 2 1 N/A | |
| Handles and resolves conflicts well | 3 2 1 N/A | 3 2 1 N/A | |
| Demonstrates constructive communication strategies | 3 2 1 N/A | 3 2 1 N/A | |
| Comments: | | | |

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| **PROFESSIONAL RESPONSIBILITIES** | **DEC** | **MAY** |
| Takes initiative where appropriate | 3 2 1 N/A | 3 2 1 N/A |
| Performs tasks without supervision | 3 2 1 N/A | 3 2 1 N/A |
| Reports to work and to assigned responsibilities on time | 3 2 1 N/A | 3 2 1 N/A |
| Demonstrates discretion and practices confidentially | 3 2 1 N/A | 3 2 1 N/A |
| Comments: | | |
| **December**  Commendations:  Suggestions for continued growth:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee Date Signature of Evaluator Date | | |

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| **May**  Commendations:  Suggestions for continue growth:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee Date Signature of Evaluator Date |

HR: 05.14.2015