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**Haysville USD #261**  
**Employee Performance Review**  
**Regular Education Para-Professional**

EMPLOYEE INFORMATION

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Job Classification

\_\_\_\_\_  
Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

EVALUATION OF ESSENTIAL JOB FUNCTIONS

1. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Administers tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating student progress.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Maintains instructional materials and/or manual and electronic files/records for the purpose of facilitating instruction; recording student information; and/or meeting mandated requirements.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and ensuring students' success in school.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date