

SOUTH CENTRAL KANSAS  
SPECIAL EDUCATION COOPERATIVE  
INTERLOCAL #605

# INSTRUCTIONAL PARAEDUCATOR

# SUMMATIVE EVALUATION DOCUMENT

SCKSEC INSTRUCTIONAL  
PARAEDUCATOR STAFF: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

For use with all Instructional Paraeducator Staff of SCKSEC

South Central Kansas Special Education Cooperative  
412 Sandy Lane  
Pratt, KS 67124-8458

# SOUTH CENTRAL KANSAS SPECIAL EDUCATION COOPERATIVE

## PARAEDUCATOR EVALUATION PROCEDURES

**PURPOSE:** The purpose of this evaluation is to assist each paraeducator in the improvement of his/her effectiveness in working with students who have special needs and those professionals responsible for the students' programs. This process should provide an effective means of communication between the instructional paraeducator and the supervising teacher, on those skills, responsibilities and working relationships which would help create a collaborative team approach for services.

### PROCEDURES:

A. This evaluation form is to be submitted to the SCKSEC Assistant Director by the primary supervising professional according to the following schedule:

1. Paraeducators in their **first** year with SCKSEC shall be evaluated at least two (2) times during the year. Evaluations are to be completed by the following dates:
  - a. Within the first forty (40) instructional days of employment.
  - b. On or before April 10.
  - c. If employed after January 1, the second evaluation may be completed by May 15.
2. Paraeducators in their **second** or **third** consecutive year with SCKSEC shall be evaluated at least once per year, on or before April 10.
3. Paraeducators in their **fourth** consecutive year or more with SCKSEC shall be evaluated every three years, on or before April 10.
4. A self-evaluation by the paraeducator is encouraged. The self-evaluation shall correspond to the designated form and dates noted in items 1 and 3 above.

**Additional evaluations of a paraeducator can occur at any time when the supervising professional, building administrator, or cooperative administrator believes an evaluation is warranted to improve the para's performance.**

B. A copy of the evaluation report, signed by the paraeducator, supervising professional and an administrator will be included in the paraeducator's personnel file.

C. The supervising professional should read each evaluation item carefully before rating. When rating the paraeducator, they should keep in mind the kind of training and experience the paraeducator has had in relation to the para's present position.

1. A rating of **acceptable** means that the paraeducator **is doing** all that is expected in that given summative area, and no improvement is needed.
2. A rating of **unacceptable** means that the paraeducator **is not** doing all that is expected in that given summative area and that a change in that area is required. When an unacceptable rating is given, the paraeducator will be provided job targets for improvement. A re-evaluation will be completed within 40 instructional days after the former evaluation.

**INDICATORS:**

**PERFORMANCE STANDARDS**

(Check One)

**WORK RESPONSIBILITIES**

- Finishes work assignments accurately
- Finishes work in a timely manner
- Understands and accepts responsibility
- Complies with school regulations and procedures
- Is punctual and consistent in attendance
- Notifies office if absent or late
- Shows initiative for self-improvement
- Works without close supervision
- Uses time wisely

Acceptable

Comments

Unacceptable

**RELATIONSHIP WITH SUPERVISOR**

- Accepts constructive criticism
- Accepts direction from supervising professionals
- Asks for directions when needed
- Effectively maintains discipline in the supervisor's absence
- Maintains confidentiality about classroom situations and student performance (refrains from outside gossiping)
- Provides feedback to teacher on student performance

Acceptable

Comments

Unacceptable

**RELATIONSHIP WITH STUDENTS**

- Maintains an objective attitude when students are disruptive
- Able to channel students into something positive
- Refrains from making derogatory remarks about students
- Understands and practices effective concepts of discipline
- Accepts students from all social and cultural backgrounds
- Is respected by students
- Accepts students on their performance levels
- Demonstrates ability to work with students on academic tasks
- Demonstrates skillful use of materials and equipment

Acceptable

Comments

Unacceptable

**RELATIONSHIPS WITH PARENTS, COMMUNITY**

- Relates the concerns of the community to the supervising professional
- Refrains from gossiping about teachers, paraeducators or school matters.
- Exercises tact and consideration in working with others
- Supports educational programs within the community.

Acceptable

Comments

Unacceptable

**INSTRUCTIONAL PARAEDUCATOR:** \_\_\_\_\_  
**ASSIGNMENT:** \_\_\_\_\_  
**CONFERENCE DATE(S):** \_\_\_\_\_

**GENERAL COMMENTS FROM EVALUATOR:**

**THE FOLLOWING AREAS ARE STRENGTHS OF THIS INDIVIDUAL:**

**THE FOLLOWING JOB TARGETS INDICATE A NEED FOR IMPROVEMENTS:**  
(attach additional pages)

<u>INDICATORS</u>	<u>PLAN OF ACTION FOR IMPROVEMENT:</u>	<u>DATE TO ACHIEVE</u>
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**Reviewed by : Building Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_

The instructional paraeducator's signature on this report does not represent either acceptance or approval of the evaluation. Signatures indicate that the paraeducator has reviewed this evaluation in conference with the evaluator. An additional evaluation, conducted by the SCKSEC administration, may be requested from either the supervising teacher or the individual. Paraeducators may make attachments as needed.

_____ Paraeducator	_____ Date	_____ Evaluator	_____ Date	_____ SCKSEC Administrator	_____ Date
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