

Evaluation Summary: Educational Support Personnel

Name: _____ School: _____ SY: _____ Date: _____

	Areas of Responsibility	Performance	Comments
	<u>Instructional Responsibilities:</u>		<u>Instructional Responsibilities Comments:</u>
1	Consistently demonstrates knowledge of how to implement accommodations and modifications as they relate to both the individual students' needs AND grade level curriculum expectations		
2	Provides verbal and/or written feedback to teachers regarding student performance		
3	Assists students in establishing organizational routines and with follow through on tasks		
4	Consistently uses and models appropriate language in speaking with students, including age-appropriate vocabulary, syntax, grammar and modulates rate/quantity of speech to match students' learning needs.		
5	Consistently displays working knowledge of curriculum / concepts at assigned grade level as demonstrated by ability to explain and review, as needed, concepts for SWD.		
	<u>Student Support Responsibilities:</u>		<u>Student Support Responsibilities Comments:</u>
1	Accurately interprets the social, emotional and behavioral needs of students, implements related accommodations and intervention strategies appropriately, and records anecdotal notes as directed with fidelity		
2	Demonstrates capabilities and flexibility to work effectively with a variety of student needs and disability types		
	<u>Professional Responsibilities:</u>		<u>Professional Responsibilities Comments:</u>
1	Contributes to grade level, department and overall school culture in positive ways		
2	Demonstrates and maintains a positive attitude regarding the position and all responsibilities		
3	Punctual to work and attendance is regular		
4	Consistently and actively engaged in assigned responsibilities		
5	Completes job description responsibilities and follows through with directives as requested by Principal and/or Director of Pupil Services or		

	Special Education Case manager		
6	Demonstrates initiative in meeting the needs of students and professional responsibilities; seeks out appropriate administrative personnel when typical or assigned responsibilities are not needed at any point during the day/ week		
7	Displays flexibility and adaptability in meeting job responsibilities		
8	Actively pursues and engages in professional development opportunities provided within district and/or offered externally and is able to put new information to use in daily practice		
9	Maintains professional boundaries with parents, staff and students including confidentiality		
10	Maintains a personal appearance appropriate to the duties and responsibilities of the position, as determined by supervisors		
	<u>Communication/Collaboration Responsibilities:</u>		<u>Communication/Collaboration Responsibilities Comments:</u>
1	Communicates effectively with team members and follows established communication channels/ chains of command		
2	Asks clarifying questions, as may be needed, in order to ensure thorough understanding of students' disabilities and impact upon learning and behavior, as well as understanding curriculum and instructional directives from teachers		
3	Maintains positive and appropriate rapport, language and demeanor with students		
4	Regularly checks and responds to e-mail and other job-related communication-correspondence		

Performance rating codes:

4 = Consistently Exceeds Expectations
2 = Inconsistently Meets Expectations

3 = Meets Expectations
1 = Does Not Meet Expectations

General Comments:

Completed by: _____

Date: _____

Date: _____

With Input From: _____

Date: _____

Educational Support Personnel Signature: _____

Date: _____

(Signature indicates this evaluation was received and the opportunity for review was provided, not necessarily agreement with the contents.)