



PARAPROFESSIONAL PERFORMANCE APPRAISAL _____ Date _____

Paraprofessional Performance Appraisals will be conducted at least once every three years (or annually if there are concerns) with input from the paraprofessional's directing teacher, building administrator and BRIC Supervisor.

INSTRUCTIONS

1. The paraprofessional should complete the self-evaluation prior to the appraisal and provide the self-evaluation to the supervisor.
2. The directing teacher will be asked to provide feedback regarding the Paraprofessional's performance of the roles and responsibilities listed below. Not all roles and responsibilities listed will be applicable to all paraprofessionals.
3. The BRIC Supervisor will seek input from the building administrator.
4. Upon completion of written feedback, the BRIC Supervisor will review the appraisal with the paraprofessional and provide him/her a copy and the original signed copy will be placed in their personnel file.

Curriculum and Instructional Support

	Unsatisfactory	Development Needed	Effective	Exemplary	Not Observed	Supporting Notes
Carry out activities and duties as assigned and planned by the directing teacher						
Assist with monitoring and reporting student academic performance						
Reinforce instruction previously presented in the general or special education classroom.						
Assist students in accessing supplementary aids and services and assistive technologies such as communication devices, visual supports, and sensory diets as trained and directed.						

Adapt instructional materials and strategies to the needs of the learner under the supervision of the directing teacher.						
Carry out functional (informal) assessment activities to assist teachers/providers in documenting information about learner strengths and needs.						

Behavior Management Support

	Unsatisfactory	Development Needed	Effective	Exemplary	Not Observed	Supporting Notes
Interact effectively with students individually, in small groups, and in large groups.						
Assist with monitoring and reporting student behavior according to established behavior management system.						
Perform monitoring duties for students with special needs in other learning environments (i.e. lunchroom, playground, library, but).						

Personal Cares Support

	Unsatisfactory	Development Needed	Effective	Exemplary	Not Observed	Supporting Notes
Assist students with personal cares such as toileting and diapering activities, feeding/eating, hand washing, clothing changes, and grooming as trained and directed.						
Assist students with other necessary personal cares as trained and directed (lifting/transfer, health related procedures, etc.)						

Self-Development and Interpersonal Skills

	Unsatisfactory	Development Needed	Effective	Exemplary	Not Observed	Supporting Notes
Demonstrate a willingness to grow and learn.						

Display a positive attitude (warm, enthusiastic, friendly and caring).						
Communicate effectively (openly and honestly).						
Work effectively as a team member.						
Respect individual differences among children, their families, and school personnel.						
Be perceptive- see things that need to be done such as keeping the room clean and organized and preparing materials for the next activity.						
Demonstrate initiative and motivation.						
Participate in professional development opportunities when approved or as assigned.						
Participate in meetings as scheduled and assigned by the directing teacher.						

Direct Responsibilities

	Unsatisfactory	Development Needed	Effective	Exemplary	Not Observed	Supporting Notes
Be punctual.						
Be loyal and supportive of the program and the BRIC mission to provide quality service for students with disabilities.						
Maintain strict confidentiality regarding individual learners and their needs.						
Comply with Federal and State statutes and regulations, BRIC Paraprofessional Agreement, and BRIC and District School Board Policies and Administrative Procedures.						
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Assist directing teacher in maintaining required learner records.						

Practice standards of professional and ethical conduct.						
Follow the chain of command established by BRIC and the district to address policy questions, systems issues and personnel practices.						
Perform other job duties as apparent or as assigned by the special education supervisor or directing teacher.						

Building Administrator Input:

Summary/Follow-Up Plans

SIGNATURE UPON REVIEW

I understand that copies of my Paraprofessional Performance Appraisal may be shared with the Building Principal of my assigned school and/or the Director of Special Education. I understand I may respond in writing to this Performance Appraisal within 10 school days if I so desire by providing a written response to my BRIC Supervisor. My signature below does not necessarily indicate agreement with the appraisal but rather signifies awareness of the content

Paraprofessional Signature _____ Date _____

BRIC Supervisor Signature _____ Date _____