

## Evaluation Summary: Educational Support Personnel

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **SY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>Areas of Responsibility</b>	P e r f o r m a n c e	<b>Comments</b>
	<b><u>Instructional Responsibilities:</u></b>		<b><u>Instructional Responsibilities Comments:</u></b>
<b>1</b>	Consistently demonstrates knowledge of how to implement accommodations and modifications as they relate to both the individual students' needs AND grade level curriculum expectations		
<b>2</b>	Provides verbal and/or written feedback to teachers regarding student performance		
<b>3</b>	Assists students in establishing organizational routines and with follow through on tasks		
<b>4</b>	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.		
<b>5</b>	Consistently strives to obtain the working knowledge to provide instructional assistance to individuals or groups of students while in the special education or regular education classrooms.		
	<b><u>Student Support Responsibilities:</u></b>		<b><u>Student Support Responsibilities Comments:</u></b>
<b>1</b>	Strives to interpret the social, emotional and behavioral needs of students, implements related accommodations and intervention strategies appropriately, and records anecdotal notes / data, as needed.		
<b>2</b>	Demonstrates capabilities and flexibility to work effectively with a variety of student needs and disability types		
	<b><u>Professional Responsibilities:</u></b>		<b><u>Professional Responsibilities Comments:</u></b>
<b>1</b>	Demonstrates and maintains a positive attitude regarding the position and all responsibilities		
<b>2</b>	Punctual to work and attendance is regular		
<b>3</b>	Consistently and actively engaged in directives and responsibilities		
<b>4</b>	Completes job description responsibilities and follows through with directives as requested by Principal and/or Director of Pupil Services or Special Education Case manager		

<b>5</b>	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		
<b>6</b>	Displays flexibility and adaptability in meeting job responsibilities		
<b>7</b>	Engages in professional development opportunities provided within district and is able to put new information to daily use.		
<b>8</b>	Maintains professional boundaries with parents, staff and students including confidentiality		
<b>9</b>	Maintains a personal appearance appropriate to the duties and responsibilities of the position, as determined by supervisors		
	<b><u>Communication/Collaboration Responsibilities:</u></b>		<b><u>Communication/Collaboration Responsibilities</u></b> <b><u>Comments:</u></b>
<b>1</b>	Communicates effectively with team members and follows established communication channels/ chains of command		
<b>2</b>	Takes the initiative to seek clarification to understand students' disabilities and instructional directives from teachers.		
<b>3</b>	Maintains positive and appropriate rapport, language and demeanor with students		
<b>4</b>	Regularly checks and responds to email 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**

**Completed by:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**With Input From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Educational Associate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

Any items receiving a performance rating of a "1" or a "2", please see below

Category: \_\_\_\_\_

Item Number: \_\_\_\_\_

Recommendation: