

Educational Support Personnel

Evaluation Summary Timeline and Procedures

- All Educational Support Personnel will be evaluated based on the rubric that outlines the following criteria:
 - Instructional Responsibilities
 - Student Support Responsibilities
 - Professional Responsibilities
 - Communication
- Their primary evaluators, the Director Special Services and the School Principal with input from classroom teachers and case managers with whom they work, will complete the Educational Support Personnel evaluation summary.
- Each Educational Associate will be given the "Standards and Indicator of Effective Practice" 30 days prior to their evaluation meeting date. **Completion of this self-assessment is optional.** The Educational Associate is encouraged to self-evaluate using the performance codes listed below and to note examples to support the self-evaluation. An example is required for a rating of "4". Examples do not have to be tangible but can an example of an observable action during the course of the EA's work-day or work week. If the EA chooses not to complete the self-assessment, this is with the understanding that the highest rating the individual may receive is a "3".
- The evaluation will be completed prior to the end of the school year in the form of the Evaluation Summary.
- Educational Support Personnel will be rated base on the following performance code:
 - 4 =Consistently Exceeds Expectations (examples required)
 - 3 = Meets Expectations
 - 2 = Inconsistently Meets Expectations
 - 1 = Does not Meet Expectations