DONIPHAN COUNTY EDUCATIONAL COOPERATIVE

PARAEDUCATOR PERFORMANCE EVALUATION

Paraeducator: _____ School / Building: _____

Supervising Teacher / Evaluator: _____ Evaluation Date: _____

Evaluation Period: _____ Position / Assignment: _____

RATING GUIDE

Select one rating per statement. Base ratings on observed performance and documented information. Include specific examples for Developing and Needs Improvement ratings.

- **P — Proficient:** Consistently meets the expectation independently, without repeated reminders or corrections.
- **D — Developing:** Inconsistently meets the expectation; requires guidance, reminders, or support.
- **NI — Needs Improvement:** Does not consistently meet the expectation despite direction or feedback; improvement is required.
- **N/O — Not Observed / Not Applicable:** Insufficient opportunity to observe or expectation does not apply.

1 | PROFESSIONALISM & WORK EXPECTATIONS

Maintains regular attendance, reports on time, observes assigned work hours and breaks, and provides appropriate notice of absences.	☐ P ☐ D ☐ NI ☐ N/O
Follows DCEC and district policies, procedures, professional dress expectations, and workplace rules.	☐ P ☐ D ☐ NI ☐ N/O
Uses work time productively, stays engaged in assigned responsibilities, and limits personal phone use during work time.	☐ P ☐ D ☐ NI ☐ N/O
Maintains professional conduct and appropriate conversations, including proper use of designated food and drink areas.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES / EXAMPLES

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_____

2 | SUPERVISION & ACCOUNTABILITY

Follows the supervising teacher's directions and decisions regarding instruction, student services, classroom management, and assigned duties.	☐ P ☐ D ☐ NI ☐ N/O
Accepts feedback, corrections, reassignment, and changes professionally; implements direction without repeated resistance or unnecessary challenges.	☐ P ☐ D ☐ NI ☐ N/O
Raises questions, suggestions, or concerns respectfully through appropriate channels without undermining the supervising teacher's role or authority.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES

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3 | SCHEDULE & ASSIGNED RESPONSIBILITIES

Follows the daily schedule established by the supervising teacher, including assigned classroom, inclusion, and instructional support times.	☐ P ☐ D ☐ NI ☐ N/O
Remains in assigned locations and completes scheduled duties unless a change is approved by the supervising teacher or authorized administrator.	☐ P ☐ D ☐ NI ☐ N/O
Promptly notifies the supervising teacher when unable to fulfill an assignment or when a schedule change is needed.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES

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4 | STUDENT SUPPORT & INSTRUCTION

Implements teacher-directed instructional activities, accommodations, and student supports as assigned.	☐ P ☐ D ☐ NI ☐ N/O
Interacts with students respectfully, positively, and with sensitivity to individual, cultural, and developmental differences.	☐ P ☐ D ☐ NI ☐ N/O
Uses teacher-directed behavior supports and adjusts approaches appropriately to meet student needs.	☐ P ☐ D ☐ NI ☐ N/O
Promotes student participation, inclusion, and independence while providing the level of support directed by the supervising teacher.	☐ P ☐ D ☐ NI ☐ N/O
Observes and accurately communicates relevant student progress, needs, and concerns to the supervising teacher; completes assigned documentation.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES

5 | COMMUNICATION & CONFIDENTIALITY

Protects confidential student information, including records, disabilities, behavior, services, and family circumstances; shares information only with authorized personnel who need it for their work.	☐ P ☐ D ☐ NI ☐ N/O
Does not discuss student information with other parents, unauthorized staff, or individuals outside the educational setting.	☐ P ☐ D ☐ NI ☐ N/O
Refers parent questions about student progress, behavior, programming, IEP services, or concerns to the supervising teacher or designated professional; does not independently discuss these matters unless specifically authorized.	☐ P ☐ D ☐ NI ☐ N/O
Communicates clearly, promptly, and professionally with students, teachers, administrators, and other staff.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES

6 | TEAMWORK & PROFESSIONAL RELATIONSHIPS

Maintains respectful, cooperative working relationships with teachers, paraprofessionals, administrators, and other staff.	☐ P ☐ D ☐ NI ☐ N/O
Contributes to a supportive team environment; avoids gossip, exclusionary behavior, and conduct that disrupts professional relationships.	☐ P ☐ D ☐ NI ☐ N/O
Handles disagreements respectfully and through appropriate channels rather than drawing coworkers into unnecessary conflict.	☐ P ☐ D ☐ NI ☐ N/O
Cooperates with reasonable team assignments, school activities, and shared responsibilities.	☐ P ☐ D ☐ NI ☐ N/O

SUPERVISING TEACHER NOTES / EXAMPLES

PERFORMANCE SUMMARY

Strengths and/or Concerns

_____

_____

_____

EMPLOYEE COMMENTS

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_____

PRINCIPAL COMMENTS

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ACKNOWLEDGMENT AND REVIEW

Signatures acknowledge that the evaluation was reviewed and discussed; they do not necessarily indicate agreement with the ratings or comments.

Supervising Teacher / Evaluator: _____ Date: _____

Paraeducator / Employee: _____ Date: _____

Building Principal: _____ Date: _____

DCEC Administrator (if reviewed): _____ Date: _____