

AT-RISK PARAPROFESSIONAL FEEDBACK FORM

Name:

Evaluator:

Position:

Building:

Date:

Conference Date:

The following feedback is directly related to the job description of the At-Risk Paraprofessional position.

KEY TO EVALUATION

- 1 Exceeds Expectations**
- 2 Meets Expectations**
- 3 Improvement Needed**
- 4 Unsatisfactory**
- 5 Not Observed/Not applicable**

Work closely with instructional staff to provide supplemental educational support to At-Risk students

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Provide supplemental tutoring in small or individual group settings in close proximity to Highly Qualified and certified instructional staff

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Work with identified At-Risk students in before and/or after school program settings, as well as designated lunch periods

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Provide supplemental focus lessons to increase comprehension and understanding with identified At-Risk students

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Follows through on directives from certified staff members regarding students and program requirements

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Maintains appropriate documentation, records, reports, etc. with confidentiality

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GENERAL JOB PERFORMANCE

Productivity:

Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position. (Establish logical priorities).

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Quality:

Correctness, completeness, accuracy, economy of work-overall quality:

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Use of Time

Uses available time wisely~accomplishes required work on or ahead of schedule:

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Dependable

Is dependable and assumes responsibility in carrying out assignments:

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Work Habit

Good attendance; very punctual to work:

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Planning

Sets realistic objectives, anticipates and prepares for future requirements, establishes logical priorities:

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Summary:

Please include strong points, areas for growth and improvement, and any additional comments.

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Employee Signature:

Date:

Evaluator Signature:

Date: