BOGALUSA CITY SCHOOL
EVALUATION FORM FOR INSTRUCTIONAL PARAEDUCATOR PERSONNEL

NAME: _____ POSITION: _____
LOCATION: _____

INSTRUCTIONS: This evaluation is for overall improvement of job performance and responsibilities. Please evaluate this employee by circling the appropriate answer to the corresponding statement. This evaluation MUST BE SHARED with the person being evaluated.

Code: NA- NOT APPLICABLE S- SATISFACTORY U- UNSATISFACTORY
E- EXCELLENT N- NEEDS IMPROVEMENT

		(CHOOSE ONE)				
1.	**JOB PERFORMANCE**					
	A. Performs assigned job responsibilities	NA	E	S	N	U
	B. Completes tasks in a timely manner	NA	E	S	N	U
	C. Follows proper procedure(s) when performing tasks	NA	E	S	N	U
	D. Delivers appropriate instructions and/or meets the physical needs of students	NA	E	S	N	U
	E. Supervises students to maintain a safe environment	NA	E	S	N	U
	F. Assists students by initiating activities that help students obtain goals	NA	E	S	N	U
	G. Displays acceptable writing and speaking skills	NA	E	S	N	U
	H. Relays pertinent information to appropriate staff	NA	E	S	N	U
	I. Uses appropriate independent judgment and skills when required	NA	E	S	N	U
2.	**DEPENDABILITY**					
	A. Assigned work schedule	NA	E	S	N	U
	B. Attends work regularly	NA	E	S	N	U
	C. Is punctual, uses time wisely	NA	E	S	N	U
	D. Achieves tasks without supervision, reliable	NA	E	S	N	U
3.	**RECORD KEEPING**					
	A. Organizes, files, and records necessary information	NA	E	S	N	U
	B. Maintains strict confidentiality	NA	E	S	N	U
4.	**PERSONAL INFORMATION**					
	A. Courteous and tactful when communicating and working with others	NA	E	S	N	U
	B. Accepts suggestions or criticism	NA	E	S	N	U
	C. Grooms and dresses appropriately	NA	E	S	N	U
	D. Maintains positive rapport with students and staff	NA	E	S	N	U
	E. Participates in ongoing professional development	NA	E	S	N	U

Evaluator's Comments:

Employees Comments:

Employee Signature: _____ _____
(Signature does not necessarily indicate agreement) (Date)

Evaluator's Signature: _____ _____
(Date)