

## LONGVIEW INDEPENDENT SCHOOL DISTRICT Paraprofessional Performance Evaluation Form

<b>Employee Name (Print):</b>	<b>Employee ID #:</b>	<b>Evaluator Name (Print):</b>
<b>Evaluation Period:</b>  <b>From: _____ To: _____</b>	<b>Job Title:</b>	<b>Department/Campus:</b>

Rating Scale:      **E= Exceeds Expectations**      Employee performs most tasks in an exceptional manner  
                           **P= Proficient**                                      Employee performs many tasks well; other tasks performed adequately  
                           **I= Needs Improvement**                              Employee consistently performs tasks below established standards  
                           **NA= Not Applicable**                                      Not required or observed as part of duties or responsibilities

The criteria below are local performance expectations that may be considered as part of the letter of reasonable assurance extension for the ensuing year. The supervisor should rate each criterion according to the guidelines above. Any area rated below "Proficient" should be supported with written comments or objectives. Supplemental documentation supporting the rating should be attached.

<b>EVALUATION OF PERFORMANCE</b> <input type="checkbox"/> Annual _____ <input type="checkbox"/> Other _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Date</span> <span>Date</span> </div>									
<b>WORK HABITS AND CAPABILITIES</b>	<b>E</b>	<b>P</b>	<b>I</b>	<b>NA</b>	<b>JOB PERFORMANCE</b>	<b>E</b>	<b>P</b>	<b>I</b>	<b>NA</b>
Demonstrates a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs duties in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays initiative in assuming responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows verbal and written instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively and professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows safety guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits courteous customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relates well with students/parents/community and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with co-workers and seeks help as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prioritizes work with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates flexibility to assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manages time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective organization and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accuracy/ quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JOB KNOWLEDGE</b>					<b>PERSONAL AND PROFESSIONAL QUALITIES</b>				
Participates in meetings, training and special events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows attendance guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains organized and efficient work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows dress and appearance guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows punctuality guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits technical skills to meet the needs of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EVALUATOR'S COMMENTS/OBJECTIVES:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMPLOYEE'S COMMENTS:</b>									

Recommended for Renewal:

Yes     No

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date