



Glenn County Office of Education

PARAPROFESSIONAL: INSTRUCTIONAL AIDE

FORMAL EVALUATION

Name: _____

Date: _____

School Site: _____

Classroom Teacher: _____

Employees Please rate yourself in the completion of your work duties using the following scale: 1. Performance not consistent with the standard 2. Demonstrating beginning practice 3. Demonstrating maturing beginning practice 4. Demonstrating exemplary practice					Evaluator Please respond to the self-reflection rubric and provide a narrative on performance that addresses each standard
				Self-Reflection Rubric	
1	2	3	4	Work Habits	Evaluator's Comments
				Observe scheduled work hours	
				Have regular attendance	
				Communicate with the teacher if there is an absence	
				Input absence into the substitute system	
				Observance of rules and regulations for the school site	
				Observance of safety practices for the school site	
				Compliance with work instructions from the teacher or specialist for students	
				Follow and implement specific strategies for providing instruction	
				Keeping materials organized and in good working order	
				Willingness to cooperate with colleagues	
				Willingness to pursue professional growth opportunities	
1	2	3	4	Supervising Students	Evaluator's Comments
				Maintaining safety at all times	
				Using positive behavior support strategies	
				Implementing behavior strategies for specific students	
				Implementing the class schedule consistently and fairly	
				Implementing the classroom rules consistently and fairly	
				Maintaining records or collecting student data	
				Willingness to accept responsibility	
				Reporting incidents in a timely manner	

Commendations:

Recommendations:

Plan for Improvement Needed

Primary Evaluators Signature: _____ Date: _____

Secondary Evaluators Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Employees have five (5) working days to respond to any comments.