

NAME _____

DATE _____

**EMPLOYER'S PERIODIC RATING
CLASSIFIED PERSONNEL EVALUATION**

PARAEDUCATOR

PARENT EDUCATOR

TEACHER AIDE

MEDIA CENTER AIDE

TECHNOLOGY AIDE

**USD NO. 273
BELOIT, KANSAS**

**REVISED BY BOARD OF EDUCATION:
REVISED BY BOARD OF EDUCATION:
REVISED BY EMPLOYEE COUNCIL:**

**SEPTEMBER 12, 2011
NOVEMBER 13, 2000
JANUARY 9, 1996**

All personnel need and deserve meaningful feedback on their job performance. As such, Beloit USD #273 has undertaken to develop job descriptions for all classified staff and an evaluation instrument to assess job performance in an objective manner. This document is intended for use as the evaluation form for paraeducators, school aides, special education paraprofessionals, and parent educators.

The certified staff person to whom the classified staff member is assigned is the appraiser. The appraiser is responsible for the appraisal in reference to meeting the requirements of target dates for the evaluation, assuring that each appraisee has the opportunity to do a self-evaluation, and for delivery of the completed document to the building principal or special education director. All special education paraprofessional evaluations are to go to the special education director. In every case, the appraisee and appraiser should each maintain a copy of the completed evaluation for future reference.

Classified employees shall be evaluated a minimum of once per semester for the first two years of their employment. Thereafter, evaluations shall be conducted a minimum of once every year. Classified staff starting after school has begun, will be evaluated within forty-five (45) school days of their starting date and once each semester there after for a two (2) year period.

The building administrator and/or supervisor may conduct evaluations more frequently if appropriate. The employee may also request more frequent evaluations. More frequent evaluations may be appropriate for positions in which work loads and assignments change on a seasonal basis or when an employee is reassigned to a different position.

All classified evaluation reports are due in the superintendent's office prior to April 1 of each year.

Prior to the evaluation date, the appraiser will provide the appraisee with a copy of the evaluation forms. The appraisee and appraiser are to do their evaluation separately and combine the results on the date of the evaluation; the appraisee's ratings may be placed on the document used by the appraiser to arrive at one complete form and the appraisee's written comments may be attached to the form. The appraisee and appraiser need not agree on the ratings. Only those areas in which either indicate a performance rating of five (5) on the final document are there to be job targets written. The appraisee and appraiser should agree on the job targets, dates for completion of targets, and what evidence is expected to document completion of job targets.

It is to be anticipated that the evaluation of job performance will enhance communication between the classified staff members and the certified staff to whom they are assigned. Other assets of the evaluation process are to provide feedback on jobs well done and to improve performance in areas of weakness, if any are established. Overall, the evaluation process should serve to promote further quality in the district's educational system.

**Self
Evaluation**

**Appraiser's
Evaluation**

II. PERSONAL QUALITIES

1 2 3 4 5

1 2 3 4 5

A. Dependability -----

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B. Cooperation -----

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C. Punctuality -----

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D. Loyalty and pride -----

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E. Poise and self-control -----

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F. Enthusiasm -----

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G. Strives to be positive with all students

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H. Physical and mental health -----

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I. Appearance -----

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J. Confidentiality -----

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K. Flexibility -----

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III. PERFORMANCE OF JOB DESCRIPTION

A. Strives for self-improvement -----

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B. Supports teacher in meeting the
educational needs of students-----

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C. Follows through with plans of teacher

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D. Completes assigned tasks -----

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Written Summary:

Appraisee's Comments:

Appraiser's Comments:

Appraisee: _____ Date: _____

Appraiser: _____ Date: _____

Signature means that the entire evaluation has been reviewed by the appraisee and appraiser.

ESTABLISHED JOB TARGETS

Review Dates:

Appraisee: _____

Appraiser: _____

Performance Area / Strategies / (means by which specific / objective will be achieved)	Target Date	Evidence of Completion