

**DISTRICT 740 FEDERAL PROGRAMS**

**Performance Review Report**

**PARA Employees**

**Employee:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

NA - Not Applicable

1 - below expectations

2 - meets expectations

3 - above expectations

**Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures.**

- |   |    |   |   |   |
|---|----|---|---|---|
| 1. Demonstrates academic skills necessary for the position.                   | NA | 1 | 2 | 3 |
| 2. Monitors student learning and adjusts the level of assistance accordingly. | NA | 1 | 2 | 3 |
| 3. Establishes and maintains an environment conducive to learning.            | NA | 1 | 2 | 3 |
| 4. Follows directions completely and accurately.                              | NA | 1 | 2 | 3 |
| 5. Completes work in a timely manner.   | NA | 1 | 2 | 3 |
| 6. Promotes a positive self-concept in students.                              | NA | 1 | 2 | 3 |
| 7. Encourages learners to think for self.                                     | NA | 1 | 2 | 3 |

**Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude.**

- |   |    |   |   |   |
|---|----|---|---|---|
| 1. Demonstrates a positive work attitude. | NA | 1 | 2 | 3 |
|---|----|---|---|---|

2. Accepts guidance and suggestions from teachers in professional manner. NA 1 2 3

3. Uses opportunities for additional training/in-service. NA 1 2 3

**Communication: Communicates completely and accurately in oral, written, and non-verbal form.**

1. Communicates effectively with staff and students regarding student achievement and behavior expectations and concerns. NA 1 2 3

2. Demonstrates positive interaction with adults. NA 1 2 3

3. Demonstrates ability to work as a team member. NA 1 2 3

4. Maintains confidentiality. NA 1 2 3

**Problem Solving: Demonstrates the ability to recognize and respond successfully to problems.**

1. Willingly asks questions. NA 1 2 3

2. Demonstrates suitable alternative course of action and maintains composure when confronted by problems. NA 1 2 3

3. Effectively communicates the cause of a problem to the appropriate individuals. NA 1 2 3

**Commitment: Commitment to assigned position.**

1. Takes part in training opportunities. NA 1 2 3

2. Shows interest and enthusiasm towards work. NA 1 2 3

3. Performs routine tasks efficiently. NA 1 2 3

4. Completes work in scheduled time. NA 1 2 3

5. Demonstrates initiative and resourcefulness in performing assigned tasks. NA 1 2 3

**Comments:**

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Discussed with individual on \_\_\_\_\_

Employees's Signature \_\_\_\_\_

**Para Response:**

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Follow-up requested/desired \_\_\_Yes \_\_\_No      Follow-up Date \_\_\_\_\_

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

**Melrose ISD 740**  
**Title 1 Paraprofessional Observation**

Date \_\_\_\_\_

Grade \_\_\_\_\_

Reading/Math: Program \_\_\_\_\_

Observations Noted:

Date of Post-Observation: \_\_\_\_\_

Strengths of Lesson Observed:

Areas of Suggestion :

Paraprofessional Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Title 1 Coordinator's Signature:

\_\_\_\_\_ Date \_\_\_\_\_