



236 Grand Street

(203) 574-6761

Waterbury, CT 06702

The City of Waterbury

Department of Human Resources – Civil Service, Room 202

Paraprofessional Performance Appraisal Form

DEPT: _____ DATE: _____

NAME: _____ EMPLOYEE#: _____

TITLE: _____ APPRAISAL PERIOD: _____ to _____

TYPE: Probationary HIRE DATE: _____

Annual DATE STARTED IN POSITION: _____

The purpose of this appraisal form is to open and document a discussion between a manager and an employee regarding job expectations and performance. This form may be used: for an employee development plan, as a component of a promotional exam or selection process, and to document disciplinary action.

Completing this appraisal:

1. Review the Performance Appraisal Policy
2. If you have any questions about the policy or reviewing employees contact Human Resources.
3. Fill in page 2 through 5 by indicating the appropriate rating.
4. Obtain next level manager signature. Department procedures may require Department Head sign-off.
5. Conduct a conversation with the employee regarding ratings.

Submit the Performance Review Record to Human Resources for review and permanent filing. Probationary failures must be approved by the Director of Personnel prior to meeting with the probationary employee.

PERFORMANCE LEVELS

- EXCEEDS EXPECTATIONS** - Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the Department, Bureau and the City.
- SATISFACTORY PERFORMANCE** - Good performance with incumbent fulfilling all position requirements and, on occasion, generating results above those expected for the position.
- NEEDS IMPROVEMENT** - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.
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Maintaining Learner-Centered, Supportive Environments

Knowledge of and follows district policies and procedures; ability to implement strategies in self-contained, resource or inclusive classroom as developed by teachers

EXCEEDS EXPECTATIONS: Follows and uses and assists in the implementation of prescribed district policies and procedures, implement proactive behavior and learning strategies developed by teachers, serves children in all settings, respects individual differences among all staff and students in a positive manner

SATISFACTORY PERFORMANCE: Knows and understands prescribed district policies, and procedures, implement behavior and learning strategies developed by teachers, serves children in all settings, respects individual differences among all staff and students in a positive manner

NEEDS IMPROVEMENT: Has limited knowledge of district policies and procedures, cannot independently implement behavior and learning strategies developed by teachers, has difficulty respecting individual differences among all staff and students in a positive manner.

Meets Standards of Professional and Ethical Conduct

Knowledge of and follows handbook guidelines established by district, participates in professional development

EXCEEDS EXPECTATIONS: Continued practice of standards of professional and ethical conduct, Follows guidelines established by the district, provides input into and participates in professional development.

SATISFACTORY PERFORMANCE: Practice of standards of professional and ethical conduct, Follows guidelines established by the district, sometimes participates in professional development.

NEEDS IMPROVEMENT: Has limited knowledge of handbook guidelines, does not follows guidelines established by the district, limited to no participation in professional development.

Assists Teachers with Assessing Learner Needs, progress and achievement

Data collection, awareness of roles in data process

EXCEEDS EXPECTATIONS: Assists in collecting of student data, assists with accommodations/modifications in all areas, performs above what is normally expected

SATISFACTORY PERFORMANCE: Assists by collecting data as appropriate for the classes, follows accommodations developed by teacher, maintains records required by the teacher in the classroom.

NEEDS IMPROVEMENT: Does not adequately assist teacher in collecting student data,

Engages Students in learning Experiences

Knowledge of academics, curriculum, assistive technology devices, age appropriate positive behavioral strategies

EXCEEDS EXPECTATIONS: Independently implements advanced behavioral strategies, independently assist students with activities designated by other service providers, to carry out teachers plans/learning activities outside the teacher direct instruction, understands validated practices for working with severe and challenging behaviors

SATISFACTORY PERFORMANCE: Assists teacher in implementing advanced behavioral strategies, assists students with activities designated by other service providers, to carry out teachers plans/learning activities outside the teacher direct instruction, understands validated practices for working with severe and challenging behaviors

NEEDS IMPROVEMENT: Insufficient Knowledge of academics, curriculum, assistive technology, and age appropriate positive behavior strategies

Support Teachers with the Planning and Organizing Learning Environments

Assists teachers with development and preparation of learning materials, collects and records relevant data, knowledge of and able to use all resources, follows directions.

EXCEEDS EXPECTATIONS: Assists teacher to modify learning strategies to accommodate different learning styles and ability levels, assists in development/preparation of resources and settings, adapts instruction to needs of the learner, under the direction of certified staff.

SATISFACTORY PERFORMANCE: Follows directive of the teacher to accommodate different learning styles and ability levels, and in development and preparing of learning materials.

NEEDS IMPROVEMENT: Needs reminder and redirection in preparation of the learning materials and settings, limited ability to support teacher in the daily running of the classroom

ATTENDANCE / PUNCTUALITY

Comes to work daily and conforms to scheduled work days and hours.

SATISFACTORY PERFORMANCE: Employee is prompt and regular in attendance, with occasional pre-planned absences.

NEEDS IMPROVEMENT: Frequent absences or tardiness to work, classes and assigned duties

SAFETY

Knowledge of applicable OSHA requirements. Consistently uses PPE's (Personal Protective Equipment), attends all OSHA trainings. Follows all safety protocols and policies. Accidents and near-miss situations are reported as they happen to prevent repeat occurrences.

EXCEEDS EXPECTATIONS Employee has taken a lead role in promoting safety in the workplace. Employee assists the Supervisor or Department Head in promoting safety. Employee takes an active role in providing safety training and has demonstrated a willingness to educate and help others when un-safe acts are observed.

SATISFACTORY PERFORMANCE Employee does not need to be reminded to follow basic safety protocols (example use of PPE). Employee has knowledge of OSHA's safety standards and applies them consistently to his/her tasks. Employee has demonstrated a willingness to ask questions and stop a task when something appears unsafe. Employee participates in the City's overall culture of safety by supporting the City's overall safety culture.

NEEDS IMPROVEMENT Employee does not wear PPEs consistently. Employee does not have knowledge of, or chooses to ignore and/or follow basic safety protocols when completing a task. Employee does not participate in safety trainings and does not support the City's overall safety culture.

OVERALL EVALUATION

Employees receiving more than one NEEDS IMPROVEMENT cannot receive an Overall Evaluation of SATISFACTORY PERFORMANCE or EXCEEDS EXPECTATIONS

- EXCEEDS EXPECTATIONS**
- SATISFACTORY PERFORMANCE**
- NEEDS IMPROVEMENT**

EMPLOYEE COMMENTS

EMPLOYEE'S SIGNATURE: _____

Signing this form only indicates that this form has been discussed with me.

FOR PROBATIONARY REVIEW ONLY: I DO ___ DO NOT ___ Recommend continued employment of this probationary employee.

Prepared by: _____Teacher

Date: _____

Approved by: _____ Administrator

Date: _____

Approved by: _____ Director of SPED

Date: _____ (Required for Probationary Employees)

Reviewed and approved by: _____ Personnel Director

Date: _____ (Probationary Employees Only)