SCHOOL DISTRICT OF GADSDEN COUNTY

ESOL EDUCATIONAL PARAPROFESSIONAL

PERFORMANCE APPRAISAL

_____ Position _____

1. PLANNING / PREPARATION

School / Dept. _____ School Year____

Category Definitions

- 1. Assist in preparation of appropriate materials.
- 2. Gain knowledge of each LEP student's academic history, first and second language proficiency, family background, and any other information that would establish a working relationship with the student.
- 3. Create and maintain a schedule of time spent with each student.

 $Source\ Code\ (\mathsf{circle\ choices})$

A. Behavioral Event B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed Interview Documentation Documentation Programs Provided Observation Competency Acquisition

Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

${\bf ESOL\ EDUCATIONAL\ PARAPROFESSIONAL\ (continued)}$

2. ADMINISTRATIVE / MANAGEMENT

					Category	y Defi i	nitions				
	Assist in keeping tra						1				
5.	Translate / interpret	ior	students, their f	amilie	es, and school pe	rsonne	el.				
So	urce Code (circle choices)										
A.	Behavioral Event I Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	Е.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one)										
	Unsatisfactory		Needs Im	prove	ment	Effec	etive	Very	Effective		Outstanding

3. ASSESSMENT / EVALUATION

				Category Defin	nitions				
		-	-		e alternative asses	smen	ts.		
•		it progress with the	eache	15.					
		D:			m		T. 1.		G # 1
Interview	в.	Direct Documentation	C.	Indirect D. Documentation	Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
ting Code (circle one)									
Unsatisfactory		Needs Improv	vemen	t Effective	Very	Effe	ctive	O	utstanding
	Discuss specific structure Code (circle choices) Behavioral Event Interview ting Code (circle one)	Discuss specific studer urce Code (circle choices) Behavioral Event B. Interview ting Code (circle one)	Discuss specific student progress with to compare the control of t	Discuss specific student progress with teacher Irce Code (circle choices) Behavioral Event B. Direct C. Interview Documentation ting Code (circle one)	Assist classroom teachers in the development and use of appropriate Discuss specific student progress with teachers. Irce Code (circle choices)	Discuss specific student progress with teachers. Discuss specific student progress with teachers. Discussion Discuss Discussion Discussio	Assist classroom teachers in the development and use of appropriate alternative assessment Discuss specific student progress with teachers. Code (circle choices)	Assist classroom teachers in the development and use of appropriate alternative assessments. Discuss specific student progress with teachers. Behavioral Event B. Direct C. Indirect Documentation Programs Competency Acquisition E. Evaluatee Provided Competency Acquisition	Assist classroom teachers in the development and use of appropriate alternative assessments. Discuss specific student progress with teachers. Behavioral Event B. Direct C. Indirect Documentation Programs Provided Competency Acquisition F. Documentation Code (circle one)

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions 8. Assist students in language arts to enhance English proficiency. 9. Assist students in mathematics, science, social studies and computer literacy to enhance content knowledge and English proficiency. Source Code (circle choices) **Behavioral Event** Direct C. Indirect D. Training Evaluatee Confirmed Interview **Documentation Documentation Programs** Provided Observation Competency Acquisition Rating Code (circle one) Unsatisfactory **Needs Improvement Effective Very Effective** Outstanding

5. COLLABORATION

		Categor	ry Definitions		
10. Provide clerical assi11. Assist with parent n12. Keep student record13. Discuss student prog	otification letters.				
Source Code (circle choices) A. Behavioral Event Interview	3. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code (circle one) Unsatisfactory	Needs Improv	zement	Effective	Very Effective	Outstanding

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

6. STAFF DEVELOPMENT

Category Definitions 14. Attend informational meetings which relate to needs of job. Source Code (circle choices) **Behavioral Event** B. Direct C. Indirect D. Training Evaluatee Confirmed Interview Documentation **Documentation Programs** Provided Observation Competency Acquisition $Rating\ Code\ ({\it circle\ one})$ **Very Effective** Unsatisfactory **Needs Improvement Effective** Outstanding

7. PROFESSIONAL RESPONSIBILITIES

					Category	y Defi	nitions				
15.	Be a role model.										
	Be a self-starter.										
	Be punctual.										
18.	Present a positive	attit	ude to students, j	parents	s, and peers.						
19.	Perform other dut	ies a	s assigned.								
Sou	arce Code (circle choice	es)									
A.	Behavioral Event Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	Е.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one)										
	Unsatisfactory		Needs Impro	ovemen	t Eff	fective		Very Effe	ective	o	utstanding

ESOL EDUCATIONAL PARAPROFESSIONAL (continued) 8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 20. Assist in tracking students' achievement.
- 21. Be a LEP student advocate / liaison.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Sou	urce Code (circle choice	s)										
A.	Behavioral Event Interview	В.	Direct C Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition		E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory		Needs Improvem	ont	T. e.e.	ective		Very l	C ff o	ativa		Outstanding
	Unsaustactory		needs improvem	ent	Elle	ecuve		very	LHE	cuve	C	oustanding

ESOL EDUCATIONAL PARAPROFESSIONAL (continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension The use of the adopted performance appraisal system for instructional and other employees. The accurate and timely filing of all school reports. The completion of required professional development services. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement. (Special Note) An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating. Source Code (circle choices) B. Direct **Behavioral Event** C. Indirect Training E. Evaluatee F. Confirmed Documentation Provided Observation Interview **Documentation Programs** Competency Acquisition Rating Code (circle one) **Very Effective** Unsatisfactory **Needs Improvement Effective Outstanding**

res)	
preparation of this report.	
Effective Outstanding _	
has been discussed with me: Yes No	o
Evaluatee Date	
Evaluator Date	
E	Cvaluator Date