**Epping School District**

**School Library and Media Paraprofessional Evaluation**

**Paraprofessional: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Definition of ratings:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Needs Improvement \*** | **Does not meet standard \*** |
| **The “exceeds standard” level is reserved for truly exceptional performance.** | **Independently performs assigned duties at an expected level.** | **The” needs improvement” level is indicative of performance that clearly needs to change.** | **This rating denotes unacceptable performance that will result in job action if it does not improve.** |

**\*Written comments must be submitted for any area marked “Needs Improvement” and/or “Does not meet standard”**

**Meeting the needs of students:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet Standard** |
|  |  | Treats students in pleasant, positive manner. |  |  |
|  |  | Listens to and communicates with students. |  |  |
|  |  | Proctors and assists students using instructional strategies and techniques for successful completion or advancement of computerized education programs. |  |  |
|  |  | Prepares and organizes instructional space, materials, equipment, and software to support student learning. |  |  |
|  |  | Fosters student independence. |  |  |
|  |  | Reinforces teacher reading, writing, and other concepts and skills. |  |  |
|  |  | Reinforces media and study skills strategies. |  |  |
|  |  | Takes actions when needed to support student success. |  |  |
|  |  | Reviews and reports students’ usage of materials. |  |  |
|  |  | Assists with maintaining student records using school system as authorized. |  |  |
|  |  | Uses a positive approach in behavior management, using behavior management strategies and emphasizing redirection to promote independence. |  |  |
|  |  | Implements district or building behavior and bullying prevention programs. |  |  |
|  |  | Demonstrates appropriate use of materials and equipment for students. |  |  |
|  |  | Monitors the environment to maintain overall safety. |  |  |
|  |  | Attends parent and/or staff meetings as requested. |  |  |

**Comments:**

**Assisting in the library media center:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet Standard** |
|  |  | Keeps current with young adult books and media. |  |  |
|  |  | Keeps current with technology trends. |  |  |
|  |  | Greets and supervises students and staff using library media center. |  |  |
|  |  | Assists in locating, selecting, using, and checking out materials, equipment, and other media. |  |  |
|  |  | Assists with displays, special events, activities, and programs; scheduling classes and center use; maintenance of center; circulation desk; and inventory. |  |  |
|  |  | Maintains library media center records including resource database and overdue and on-hold notices in accurate manner. |  |  |
|  |  | Assists with resources including selection, return, processing, filing, repair, disposal, , classroom delivery, etc. |  |  |
|  |  | Assists with supervision and training of student aides and volunteers. |  |  |
|  |  | Assists students and staff with hardware and software computer, printers, and other technology issues. |  |  |

**Work habits and behavior:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet Standard** |
|  |  | Follows the Epping School District dress policy. |  |  |
|  |  | Complies with assigned working schedule. |  |  |
|  |  | Maintains professional responsibility with attendance record. |  |  |
|  |  | Follows school policy for absences or tardiness by calling at earliest opportunity. |  |  |
|  |  | Handles stressful situations professionally. |  |  |
|  |  | Demonstrates organizational skills related to job performance. |  |  |
|  |  | Demonstrates adaptability and flexibility in work situations. |  |  |
|  |  | Demonstrates professional self-advocacy skills and seeks help as needed. |  |  |
|  |  | Able to analyze one’s own personal strengths and preferences. |  |  |
|  |  | Engages in mutual problem-solving discussions to support student success in using the library media center and computerized education programs. |  |  |
|  |  | Professionally demonstrates willingness to accept suggestions and/or direction in the performance of tasks. |  |  |
|  |  | Functions in a manner that serves as a role model to students in one’s choice and actions. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Work relationships:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet Standard** |
|  |  | Collaborates effectively as a team member to support school library media center learning and activities. |  |  |
|  |  | Communicates and works effectively with peers in the form of both written and verbal communication. |  |  |
|  |  | Communicates and works effectively with School Library Media Specialist in the form of both written and verbal communication. |  |  |
|  |  | Communicates and works effectively with teachers using the school library media center in the form of both written and verbal communication. |  |  |
|  |  | Communicates and works effectively with administration in the form of both written and verbal communication. |  |  |
|  |  | Demonstrates courtesy and patience. |  |  |

**Comments:**

**Contribution to school environment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceeds Standard** | **Meets** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet Standard** |
|  |  | Participates in meetings and professional development activities. |  |  |
|  |  | Maintains confidentiality in all settings relating to student and staff issues. |  |  |
|  |  | Adheres to and demonstrates knowledge of classroom, school, and district policies and procedures in maintaining a safe, healthy learning environment. |  |  |
|  |  | Maintains professional boundaries with parents/guardians including, but not limited to in person and/or electronic meetings and communications in and out of school. |  |  |
|  |  | Maintain professional boundaries with students including, but not limited to in person and/or electronic meetings and communications in and out of school. |  |  |

**Comments:**

Note to Staff Member: This report was prepared and discussed with you to keep you informed of your supervisor’s appraisal of your work. We ask you to sign this form which indicates that you have read it, though you may or may not agree with the content, and that you understand what it says. The space below is provided for any written comments that you may wish to make. You may respond in more detail if you wish and the response will be attached to this form.

Signature of Evaluatee: Date:

Signature of Evaluator: Date:

Employee’s Comments:

Original copy of this report is to be filed in employee’s personnel file. One copy must be given to the employee and one copy must be given to the evaluator.