

Paraeducator Look-fors

Paraeducator _____ Subject _____

Date _____ Period _____ Time _____

What I observed during my visit: (Please note that not all areas may be applicable or observed during the visit)	Comments:
<p><i>Core Competency 1: Commitment to Students</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Builds successful relationships with students <input type="checkbox"/> Anticipates and responds quickly to student needs <input type="checkbox"/> Treats all students fairly <input type="checkbox"/> Contributes to creating/maintaining a positive and safe learning environment <input type="checkbox"/> Understands his/her role and responsibilities to contribute to student achievement <input type="checkbox"/> Is willing to listen and offer assistance as needed <input type="checkbox"/> Promotes safety in unstructured activities such as recess, lunch, etc. 	
<p><i>Core Competency 2: Knowledge of job</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Understands assigned job duties <input type="checkbox"/> Is effective and productive <input type="checkbox"/> Implements and completes work assignments <input type="checkbox"/> Takes initiative to learn new skills and will share as appropriate <input type="checkbox"/> Uses resources and materials wisely 	
<p><i>Core Competency 3: Professionalism</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Utilizes good listening skills and patience when dealing with staff and students <input type="checkbox"/> Treats all staff and students with respect <input type="checkbox"/> Responds to emails and other communication in a timely manner <input type="checkbox"/> Is dependable, reliable, and punctual <input type="checkbox"/> Approaches problems with a solution in mind <input type="checkbox"/> Is able to keep data, situations, and other communication confidential when needed <input type="checkbox"/> Remains positive and calm in various situations 	
<p><i>Core Competency 4: Interpersonal</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is supportive, respectful, polite <input type="checkbox"/> Works effectively with others <input type="checkbox"/> Offers assistance when needed <input type="checkbox"/> Is receptive and open-minded <input type="checkbox"/> Promotes positive interactions with staff and students <input type="checkbox"/> Understands importance of working collaboratively with teacher/other team members <input type="checkbox"/> Respects the opinions, abilities and contributions of others <input type="checkbox"/> Is courteous to staff, students, and parents 	

<p>Core Competency 5: Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensures that students they are assisting are engaged and on task <input type="checkbox"/> Communicates w/teacher what student's needs are based on lessons being taught <input type="checkbox"/> Works with teacher on who should contact parent in various situations <input type="checkbox"/> Assists parent/teacher/student to teach student how to advocate for accommodations 	
<p>Core Competency 6: Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Knows students and what their accommodations are <input type="checkbox"/> Circulates room to assist students without always making it obvious which student they are assisting <input type="checkbox"/> Has reviewed the IEPs for students they are responsible for <input type="checkbox"/> Has designated work area in case they need to work with an individual student 	
<p>Core Competency 7: Problem Solving</p> <ul style="list-style-type: none"> <input type="checkbox"/> Knows when to request support or ask appropriate, clarifying questions <input type="checkbox"/> Recognizes issues and their implications quickly <input type="checkbox"/> Prioritizes situations and handles them accordingly <input type="checkbox"/> Collaborates to find workable solutions to problems <input type="checkbox"/> Is flexible 	

Notes:

*Shared with employee on _____ * Optional

*Observer's signature _____ * Optional

*Employee's signature _____ * Optional