**East Central Kansas Cooperative in Education**

**Para Professional   
 Personnel Evaluation**

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| **Name** |  |
| **Date** |  |
| **Supervising Teacher** |  |

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| **Instructional Skills** | | | |
|  | **Commendable** | **Acceptable** | **Needs Improvement** |
| **Able To Follow Instructions** |  |  |  |
| **Positive Attitude Toward Students** |  |  |  |
| **Ability To Motivate Students** |  |  |  |
| **Uses Instruction Time Wisely** |  |  |  |
| **Communicates Effectively With Students** |  |  |  |

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| **Professionalism** | | | |
|  | **Commendable** | **Acceptable** | **Needs Improvement** |
| **Positive Attitude Regarding Programs and Staff** |  |  |  |
| **Dependable** |  |  |  |
| **Keeps Information Confidential** |  |  |  |
| **Communicates Effectively With Staff (Regular and Special Education)** |  |  |  |
| **Accepts Criticism and Suggestions In A Positive Manner** |  |  |  |
| **Strives For Self-Improvement** |  |  |  |
| **Flexibility With Work Related Assignments** |  |  |  |
| **Supportive Of Administrative Decisions** |  |  |  |
| **Ability To Handle Stressful Situations** |  |  |  |

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| **Responsibilities** | | | |
|  | **Commendable** | **Acceptable** | **Needs Improvement** |
| **Uses Times Wisely** |  |  |  |
| **Follows All Health and Safety Procedures** |  |  |  |
| **Promotes A Positive School Climate** |  |  |  |
| **Performs All Delegated Tasks Appropriately (Personal Care, Dispensing of Medication, Instruction, Behavior Plans, etc.)** |  |  |  |

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| **Evaluation Summary** |
| **Areas In Which The Employee Shows Strength/Skill:** |
| **Areas In Which The Employee Needs Improvement:** |

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| **Employee:** | **Date:** |
| **Teacher:** | **Date:** |
| **Principal:** | **Date:** |