

**Greeneville City Schools
Para-Professional Evaluation**

School/Location _____

Employee _____ Position _____

Evaluator _____ Position _____

Date of Job Description and Expectations Discussion _____

Date of optional mid-year meeting involving employee and evaluator and discussion of employee's performance _____

Date of End-of-Year Evaluation Conference _____
(Signatures required on last page of evaluation document.)

	*Rubric		
	1, 2, 3, or 4		
<u>Categories</u>	<u>Score</u>	<u>Comments</u>	<u>Other</u>
<u>I. Personal Skills</u>			
a. Employee demonstrates skills necessary to perform job related tasks.			
b. Employee reports to work on time.			
c. Employee has good attendance.			
d. Employee manages time effectively.			
e. Employee exhibits sound judgment in making realistic decisions.			
<u>II. Interpersonal Relationships</u>			
a. Employee maintains an enthusiastic attitude toward the public and coworkers.			
b. Employee observes common courtesies, is well mannered, and polite.			
c. Employee works cooperatively with others to promote a positive environment.			
d. Employee maintains confidentiality with all job related information.			
<u>III. Personal Characteristics</u>			
a. Employee uses correct grammar in written and oral communication.			
b. Employee is receptive to constructive criticism designed for improvement.			
c. Employee is reliable to complete tasks on time and independently.			
d. Employee is even tempered and manages routine job stress appropriately.			
e. Employee displays sufficient drive to work through obstacles and problems.			
f. Employee possesses the ability to quickly understand new information.			
g. Employee displays organizational skills which promote efficiency in the job.			
*Rubric:			
1=Unsatisfactory (Performance not acceptable)			
2=Basic (Performance marginally acceptable)			
3=Proficient (Performance is acceptable)			
4=Distinguished (Performance is excellent)			

<u>Greeneville City Schools Characteristics</u>	<u>Met</u>	<u>Cause for Concern</u>	<u>Unsatisfactory</u>
1. Integrity (firm adherence to a code of especially moral or artistic values)			
2. Dependability (capable of being depended on : reliable)			
3. Cooperativeness (marked by a willingness and ability to work with others)			
4. Enthusiasm (strong excitement of feeling)			
5. Initiative (energy or aptitude displayed in initiation of action)			
6. Commitment (an agreement or pledge to do something in the future)			
7. Judgment (the process of forming an opinion or evaluation by discerning and comparing)			
8. Stability (firm in resolution and steadiness)			
*Job description objectives			
Strengths:			
Suggestions for Improvement:			

Employee's Signature

Date

Evaluator's Signature

Date

Principal's Signature

Date

Note: Signature indicates employee has seen evaluation and is aware of its content.

Greeneville City Schools
Para-Professional Employment Recommendation

School/Location _____

School Year _____

Employee _____

Position _____

Supervisor _____

Position _____

Check One:

Recommended continued employment.

Recommended continued employment with plan for improvement.

Recommended for non-renewal

Supervisor's Signature

Date

Director's Signature

Date

(This page is to go into the employee's personnel file.)