

**Michigan City Area Schools  
Para/Instructional Assistants/EAP**

Name:		School Year:	
Assignment:		Length of Time in Current Assignment:	
Location:			

Domain	Competency	Rating	
Knowledge of Content	Conveys Accurate, current knowledge, corrects errors of students. Is able to answer broad base of student questions, makes real-life connections with curriculum and interdisciplinary.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Instructional Technology	Stays current on best practice for instructional and assistive technology, where appropriate and shares knowledge with educational team	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Inclusion and Best Practices	Can serve as a resource and model what encourages collaboration when including students in general education classrooms	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Promoting Student Independence	Can implement and encourage collaboration of educational team on promoting student independence	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
The Instructional Team	Seeks out additional information and resources to provide training and support to others as it relates to the instructional process	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Comments:			

Domain	Competency	Rating	
Environmental Respect and Rapport	Interactions, both between ESP and students, and among students, are highly respectful, reflects genuine warmth/caring toward individual. As a result of direct support of ESP, students maintain high levels of civility among themselves	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
A Culture of Learning	ESP supports high levels of student engagement by demonstrating passion for content reinforcing a culture of learning in which all share a belief of importance of learning.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____

Managing Student Behavior	ESP is constantly monitoring student behavior and intervenes in a positive manner before behaviors escalate. Para demonstrates a variety of strategies which reinforce positive behavior	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Use of Assessment	ESP facilitates students' self-monitoring and self-assessment of their own learning. ESP provides students and teachers with high quality feedback from variety of sources	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Instructional Techniques	ESP varies instructional techniques, materials, and resources to best meet all student learning styles.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Oral and Written Language	ESP's spoken and written language is concise and expressive, with well-chosen vocabulary that enriches lesson.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Professional Relationships	ESPs. Professional relationships with colleagues and administration are characterized by mutual support and cooperation. Para takes initiative in assuming a supportive and leadership role.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Integrity and Ethical Conduct	Takes leadership role in the maintenance of the highest standards of ethical behavior in interactions with all and remains confidential at all times.	4 Highly Effective 3 Effective 2 Needs Improvement 1 Ineffective	_____
Attendance	How does employees attendance pattern affect performance	4 Highly Effective 1-5 3 Effective 6-10 2 Needs Improvement 11-12 1 Ineffective	_____
Comments:			

Definition of Domain Ratings

- 1.0-1.74 Ineffective-** Performance is poor/or behavior is clearly below acceptable levels.
- 1.75-2.49 Needs Improvement-** Performance and/ or behavior is at a minimal competency level and in need of improvement
- 2.5-3.49 Effective-** Performance and behavior is competent, dependable and acceptable.
- 3.5-4.0 Highly Effective-** Performance and behavior is clearly and consistently exemplary.

Overall Rating \_\_\_\_\_

***Recommendation to Rehire***

- This employee is recommended for re-employment
- This employee is not recommended for re-employment

\_\_\_\_\_  
Signature of Employee\*

\_\_\_\_\_  
Signature of Direct Supervisor

\_\_\_\_\_  
Date

\*Indicates that content has been discussed