

Glen Ellyn District 41 Evaluation for Support Professionals
 Instructional
 Special Education Aide, Reading/Math Assistant, Instructional Aide, ELL/Bilingual Aide

It is the mission of District 41 to advocate for students enabling each one to optimize his/her potential within a culture of continuous improvement.

EMPLOYEE: _____

DATE: _____

DOMAIN I: JOB SPECIFIC PROFESSIONAL KNOWLEDGE AND SKILLS

	Unsatisfactory	Developing	Proficient	Distinguished
Reaction in Crisis or Emergency	Demonstrates inadequate knowledge of emergency plan procedures and fails to use sound judgment.	Demonstrates limited knowledge of emergency plan procedures and does not consistently use sound judgment.	Demonstrates knowledge and implementation of emergency plan procedures and is responsive during crisis situations.	Demonstrates knowledge and implementation of emergency plan procedures and is highly responsive during crisis situations.
Implementation of instructional plans	Provides inadequate services in support of the delivery of instruction to students.	Provides limited services to support the delivery of instruction to students.	Provides timely and consistent services to support the delivery of instruction to students.	Provides timely, consistent, and innovative services to improve and support the delivery of instruction to students.
Manage student behavior	Provides inadequate or inappropriate support of established standards of student behavior.	Provides inconsistent or limited support of established standards of student behavior.	Consistently supports and maintains established standards of student behavior. Applies intervention strategies.	Consistently anticipates, supports, and maintains established standards of student behavior. Seeks to improve knowledge and application of intervention strategies.

Record Keeping/Clerical Operations	Record keeping/clerical duties are performed in an untimely and/or inaccurate manner.	Record keeping/clerical duties are frequently performed inaccurately and/or inconsistently.	Performs record keeping/clerical duties as appropriately assigned in a timely and accurate manner.	Anticipates supervisor's needs when performing record keeping/clerical duties as appropriately assigned in a timely, accurate, and skilled manner.
Operation of Equipment and Use of Technology	Demonstrates inadequate knowledge and skill when operating equipment/technology in performance of assigned duties and for which training has been provided.	Demonstrates limited knowledge and skill when operating equipment/technology in performance of assigned duties and for which training has been provided.	Demonstrates proficiency and skill when operating equipment/technology in performance of assigned duties and for which training has been provided.	Demonstrates outstanding abilities and seeks opportunities to improve knowledge and application related to operation of equipment/technology.

Comments:

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DOMAIN II: PRODUCTIVITY

	Unsatisfactory	Developing	Proficient	Distinguished
Organization	Demonstrates inadequate organization, inadequate provision of materials, and inadequate assistance with scheduling (where applicable) to support the delivery of instruction to students.	Demonstrates limited organization, limited provision of materials, and limited assistance with scheduling (where applicable) to support the delivery of instruction to students	Organizes and provides materials and assists with scheduling (where applicable) to support the delivery of instruction to students.	Organizes and provides materials and assists with scheduling (where applicable) to support the delivery of instruction while prioritizing and anticipating student needs.
Resourcefulness	Takes little or no action to solve job-related problems and issues.	Is reluctant to take action to solve job-related problems and issues.	Take action to solve job-related problems and issues in a timely and effective manner.	Seeks solutions and takes action to solve job-related problems and issues in a timely and effective manner.
Time Management	Does not use time appropriately or effectively related to job responsibilities.	Frequently uses time ineffectively to accomplish work-related responsibilities or tasks within the time allotted.	Uses time effectively to accomplish work-related responsibilities within the time allotted.	Has the ability to multi-task and set effective priorities in order to complete job-related tasks.
Anticipates Needs of Others	Lacks awareness of the needs of others.	Demonstrates limited awareness of the needs of others.	Demonstrates awareness of the needs of others by being open to their concerns and situations.	Anticipates and meets the needs of others by being open to their concerns and situations.

Comments:

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DOMAIN III: INTERPERSONAL SKILLS

	Unsatisfactory	Developing	Proficient	Distinguished
Motivation/Tenacity	Lacks commitment to student success and the mission of the school district.	Demonstrates limited commitment to student success and the mission of the school district.	Demonstrates a commitment to student success and the mission of the school district.	Models and promotes a commitment to student success and the mission of the school district.
Cooperation	Lacks commitment as a team participant.	Demonstrates limited effort to support teamwork for the benefit of students.	Functions effectively as a team member for the benefit of students.	Actively participates to enhance team-building efforts for the benefit of students.
Communication	Lacks basic communication skills (i.e., listening, speaking, and writing).	Demonstrates limited ability to communicate clearly and effectively (i.e., listening, speaking, and writing).	Listens well. Provides clear, accurate, and appropriate verbal and/or written information to students and staff. (i.e., listening, speaking, and writing).	Listens well. Provides clear, accurate, and appropriate verbal and/or written information to student and staff. Uses feedback and reflection to improve effectiveness of communication.

Comments:

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DOMAIN IV: PROFESSIONALISM

	Unsatisfactory	Developing	Proficient	Distinguished
Confidentiality	Does not respect and maintain discretion with information relative to school and community.	Inconsistently respects and maintains discretion with information relative to school and the community.	N/A	Consistently respects and maintains discretion with information relative to school and the community.
Attendance/Punctuality	Does not demonstrate good attendance or punctuality.	N/A	Consistently demonstrates punctuality.	N/A
Follows directions/procedures	Does not demonstrate compliant behavior in relation to establish procedures and guidelines.	Demonstrates inconsistent compliant behavior in relation to established procedures and guidelines.	Demonstrate compliant behavior in relation to established procedures and guidelines.	Demonstrates responsible and resourceful behavior in relation to established procedures and guidelines.
Interactions with others	Unwilling to cooperate and collaborate with others (departments/teams/individuals) to achieve common goals.	Demonstrates limited cooperation and collaboration with others (departments/teams/individuals) to achieve common goals.	Cooperates and collaborates with others (departments/teams/individuals) to achieve common goals.	Maintains effective working relationships with others (departments/teams/individuals) and seeks to gain cooperation and commitment to achieve common goals.
Public Relations	Does not demonstrate a positive attitude towards others.	Does not consistently demonstrate a positive attitude towards others.	Demonstrates an attitude that helps to establish positive public perception.	Seeks ways to create positive public perception.

Comments:

EMPLOYEE: _____

DATE: _____

Additional Comments (optional):

Suggestions for Growth:

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

Support staff evaluations are due on or before May 1st of every year.