

**Wellesley Public Schools
Instructional Support Staff
Annual Performance Evaluation**

Name: _____

Position: _____

	Satisfactory	Satisfactory w/concerns	Unsatisfactory
Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>
Management Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationships w/students	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationships w/teachers/staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initiative, Independence, Responsibility	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Performance	<input type="text"/>	<input type="text"/>	<input type="text"/>

General Comments: *continued on reverse side*
(comments **must** accompany a Satisfactory with Concerns or an Unsatisfactory rating)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

***Signature only indicates that employee has read this evaluation**

Wellesley Public Schools Supervision and Evaluation of Support Staff

The purpose of the supervision and evaluation process for instructional support staff is to establish a structure to give instructional assistants and paraprofessionals relevant and helpful feedback about the quality of their work and to assure accountability. While each staff person is ultimately responsible for his or her professional growth, Wellesley Public Schools provide professional development opportunities designed specifically for instructional support staff as well as staff development opportunities available to all teaching staff.

Procedure:

Supervision consists of the formal and informal process of ongoing feedback from cooperating teachers and administrators. Evaluation consists of a formal written summary of each person's work based upon an assessment of performance in six identified categories and a summative assessment. Evaluations are completed by building principals and department heads.

First Year Instructional Support Staff:

Each staff person will have a mid-year conference with the building principal or department head no later than December 1 to provide feedback about his or her performance. A written summary of this conference is optional.

Each staff person will receive a written end-of-year evaluation which will consist of the administrator's assessment of his or her work no later than April 15. Evaluations will document that his or her work is satisfactory, satisfactory with concerns, or unsatisfactory in six identified categories and in overall performance.

All Other Instructional Support Staff:

Each staff person will receive a written end-of-year evaluation which will consist of the administrator's assessment of his or her work no later than April 15. Evaluations will document that his or her work is satisfactory, satisfactory with concerns or unsatisfactory in six identified categories and in overall performance.