

## Instructional Paraprofessional Assessment 2018-19

Staff Name: Betancourt, Ericka Teaching Assistant

Observation Setting: 7th period Math with Mrs.

Observer: Kaplan, Howard Supervisor of Education

Observation Date:

NA = Not Assessed NI = Needs Improvement D = Developing P = Proficient E = Exemplary

Domain I: Job Knowledge		Performance Level
1a	1a. Knowledge and Skills (refer to job description)	Exemplary
1b	1b. Use of Technology	Exemplary

**Comments:**

Mrs. Betancourt has strong math skills and as such, she provides excellent assistance to Mrs. Boyles in all of her math classes. In addition to her own knowledge and skills, she does an excellent job showing students how to apply the skills being taught to solve problems. Mrs. Betancourt is very familiar with the various calculators we use in math classes, including graphing calculators, and she is familiar with many math related apps.

Domain II: Communication & Interpersonal Skills		Performance Level
2a	a. Communication Skills	Exemplary
2b	b. Working with Students	Exemplary
2c	c. Interaction with the Co-Workers	Proficient
2d	d. Working with the Public	Exemplary
2e	e. Diversity Commitment	Proficient

**Comments:**

Mrs. Betancourt has become our bi-lingual staff member, providing translation services to parents and school districts, as well as translating our documents and forms into Spanish. The feedback we receive from parents and sending school districts is always positive, complimenting her on her translations and her rapport with parents. She also has an easy way of communicating with students, encouraging them to do more, yet not pushing too hard. All of the staff who have worked with her find her to be cooperative and helpful.

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<b>Domain III: Professional Responsibility</b>		<b>Performance Level</b>
3a	a. Compliance with Policy and Procedures	Proficient
3b	b. Punctuality, Time Management and Attendance	Proficient
3c	c. Education and Training	Exemplary
3d	d. Confidentiality	Exemplary
3e	e. Problem Solving	Proficient
3f	f. Professional Appearance, Hygiene and Demeanor	Proficient

**Comments:**

Mrs. Betancourt performs her duties in a professional manner at all times. There haven't been problems with attendance or punctuality, compliance with expectations, etc. As our translator, she has access to confidential information. She handles this responsibility in an outstanding, professional manner.

<b>Domain IV: Service Delivery</b>		<b>Performance Level</b>
4a	a. Quantity of Work	Proficient
4b	b. Quality of Work	Exemplary
4c	c. Knowledge of Student Needs and Age Group	Exemplary
4d	d. Objectivity and Accuracy	Proficient

**Comments:**

The quality of Mrs. Betancourt's work is always excellent. She gets her work done. If there is a quiet moment, she fills it by continuing to translate our documents and forms. She has gotten to know our students. Since she often provides coverage for absent teachers, she has worked with nearly all of our students. She is always fair and objective when working through difficult situations with students and parents.

<b>Domain V: Work Environment</b>		<b>Performance Level</b>
5a	a. Planning and Organizing Work	Proficient
5b	b. Cooperation	Exemplary
5c	c. Safety	Proficient

**Comments:**

Mrs. Betancourt approaches her work in a well-organized and carefully planned manner. When she covers a class for a teacher, she becomes familiar with the day's lesson plan and presents the lesson in a well organized manner. She is cooperative with students, staff and especially parents, who depend on her for communication. And finally, she adheres to all of our safety precautions regarding school materials, and student needs.

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Summary

Recommendation

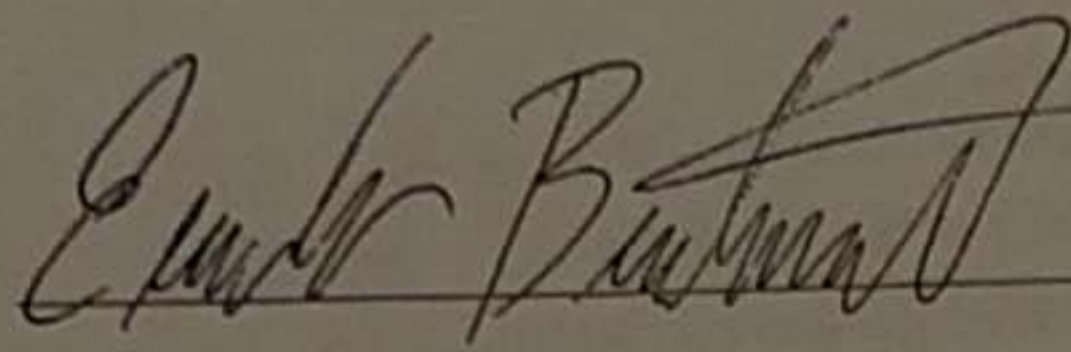
Administrator Signature: \_\_\_\_\_

Date:

2/14/2019

I have been provided the opportunity to view and discuss this evaluation.

Employee Signature:



Date:

2/19/19