

Paraprofessional Performance Review Process

1. Contact the paraprofessional and let them know that you are responsible for completing the review.
2. Log into TalentED and complete the rubric. If the para works with additional teachers, their input will be needed too. There are a couple of options to complete the review:
 - a. All teachers who work with the para can meet and provide input at which time the assigned teacher (who is completing the rubric in TalentED) can fill in the rubric.
 - b. A message can be sent to other teachers to provide written feedback which can be used when completing the rubric.
3. Once the form is complete, set a time to meet with the para to review the rubric. NOTE: Do NOT click “save and submit” on the rubric until AFTER you have met with the para to go over the rubric. Clicking “save and submit” will give paras access to the rubric and the information you submitted.
4. When you meet with the paraprofessional, pull up the rubric on a device or print and go over it together with them.
5. After meeting with the paraprofessional, open the rubric and edit as necessary. Then click “save and submit.” This will allow the para to view the rubric within TalentED. They will be required to digitally sign the rubric. Once the para signs, it will be routed back to you to digitally sign. After you have signed, the form will be routed to the assigned administrator a final approval and signature.

Teacher Tips for Completing Paraprofessional Performance Reviews

1. How do I log into TalentED?

Teachers will use the same TalentED login information for completing para reviews as is used for individual evaluations and coaching.

2. What if the paraprofessional can't log into TalentED?

The paraprofessional should contact Allison Heidebrink at Allison.heidebrink@isd518.net or 372-1247.

3. When should I plan to do the review with the paraprofessional?

Reviews will need to be completed during the paraprofessionals scheduled work hours. Please work with the para's schedule and the designated building administrator (if needed) to determine a time that will work.

4. Do I need my administrator's approval before submitting the rubric or meeting with the para?

If all performance areas are acceptable, you can complete the rubric, meet with the para to review, and save and submit. Since the administrator is the supervisor, the rubric will be digitally routed to them for a final sign-off.

If performance areas are less than acceptable, do your best to complete the rubric and let your administrator know about the concern before having a meeting with the paraprofessional.

You don't need to wait until the official review time to visit about a concern. Keep an open line of communication and dialogue about small issues early so that they don't become larger!

5. When do I need to have the review completed by?

Reviews will be completed between January 3 and February 15, 2017. It can be challenging to find time that works for individuals to meet and complete the documented review....get started early!

6. If I can't complete the rubric at one time, will my work be saved?

TalentED saves work every minute. If you partially complete the rubric and need to return at a later time to finish, click "save progress." You can come back and work on this at a later time. If you don't click "save progress," but have been on the screen for at least one minute, the information you enter will automatically save.

7. When can the para see what ratings/comments in the rubric?

When you click "save progress," the form is only viewable by you. Once you click "save and submit," the para will have access to view the comments and ratings in the rubric.

8. I am nervous about meeting with the para because there is a growth area that I am concerned about. How can I best handle this?

Positivity goes a long ways! Begin the conversation by identifying a positive observation that you have made of their work (be specific) and thank them for their efforts. Asking questions is a great way to help paraprofessionals reflect on their work. If there is an area of concern, be clear, concise, and support with an example so that paras know the specific deficiency. If you are unsure about this, ask an administrator for guidance on framing out these types of conversations.

9. We are all busy and I want the review time to be focused and free of distractions. How can I do this?

The meeting environment can impact the success of the conversation. Find a quiet space, such as a classroom (close the door) or a conference room. Paras will appreciate your full attention to the conversation. Your full attention can be provided by limiting digital distractions (closing email, silencing cell phone, etc). Let the para know that this window of time is for the two of you to have dialogue about their work.