

Performance Framework

SPECIAL EDUCATION PARAPROFESSIONALS



COMMITMENT

- *Assuming responsibility/accountability*
- *Realizing role in public service/trust*
- *Recognizing role in student achievement*
- *Advocating for students with special needs*
- *Understanding IEP and BII*
- *Fostering student independence*

SOUND JUDGMENT

- *Acting with discretion*
- *Demonstrating good sense*
- *Behaving calmly and taking quick action as needed*
- *Maintaining confidentiality of private/sensitive information*
- *Upholding ethical standards*
- *Knowing consequences of action*

FLEXIBILITY/ADAPTABILITY

- *Dealing with changes in schedules, assignments, techniques and routines*
- *Transitioning easily between tasks*
- *Assuming new responsibilities*

PROFESSIONAL KNOWLEDGE/TECHNICAL EXPERTISE

- *Possessing skills and abilities necessary to perform the job*
- *Awareness of specific needs of student/s*
- *Understanding the spectrum of disabilities*
- *Understanding and supporting IEPs*
- *Continuous learning*
- *Assuming responsibility for improvement of knowledge, skills*
- *Understanding the use of Related Services*
- *Ensuring compliance with required training and certification*

COMMUNICATION SKILLS

- *Interacting verbally and non-verbally*
- *Adapting communications to individual's level of proficiency*
- *Providing information to students, teachers, administrators*
- *Receiving information from students, teachers, administrators*
- *Practicing People First Language*

SAFETY FOCUS

- *Awareness of surroundings*
- *Protecting health and safety of self and others*
- *Implementing universal precautions*
- *Dressing appropriately for all work situations*
- *Completing specialized safety training when applicable*
- *Staying current on all required health certifications*
- *Managing health needs of students as directed*

INTERPERSONAL RELATIONSHIPS

- *Interacting with students, teachers, administrators, families*
- *Forging relationships with all stakeholders*
- *Respecting role differences of teachers, paraprofessionals, others*
- *Understanding cultural diversity and Ideological differences*

DEPENDABILITY/RELIABILITY

- *Demonstrating timeliness in work, breaks, task completion*
- *Achieving results with little oversight*
- *Exhibiting professional and appropriate attitude*
- *Demonstrating initiative, follow-through, and persistence*
- *Embracing customer service, courtesy, approachability*
- *Being proactive*
- *Maintaining fidelity of behavioral support*

COMMITMENT

- *Assuming responsibility/accountability*
- *Realizing role in public service/trust*

- *Recognizing role in student achievement*
- *Advocating for students with special needs*

- *Understanding IEP*
- *Fostering student independence*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	<ul style="list-style-type: none"> ▪ <i>I sat through 4 periods of the same lesson being taught. The teacher had to explain a problem to a student in the middle of 5th period, so I carried out the instruction while the teacher was in the classroom talking to the student. It went very well.</i>
	<p>Accepts responsibility for outcome of work. Has a sense of responsibility for his/her role in student's development and success. Appropriately advocates on behalf of the student with regards to his/her progress, needs and inclusion in activities. Reviews the student's IEP prior to start of school year; supports and implements it under the direction of certificated staff. Engaged with the student/s and on behalf of the student/s. Encourages the student to work independently and provides support and guidance as needed.</p>	<p>Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.</p>	

SOUND JUDGMENT

- *Acting with discretion*
- *Demonstrating good sense*

- *Behaving calmly and taking quick action as needed*
- *Maintaining confidentiality of private/sensitive information*

- *Upholding ethical standards*
- *Knowing consequences of action*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	<ul style="list-style-type: none"> ▪ <i>The mother of one of my students approached me asking about the progress of her son. I greeted her and told her that she should discuss this with the teacher. However, she continued to inquire – so I listened to her and told her I would refer the matter to the teacher. I relayed the information to the teacher, who followed up with her.</i>
	<p>Exercises discretion and safeguards private and confidential student information. Understands the ethical and legal aspects of maintaining student confidentiality. Adheres to District policies regarding confidential matters. Considers the consequences of his/her actions and activities in order to avoid causing misunderstanding or misinterpretation. Makes sound decisions while demonstrating integrity. Bases decisions on fact not emotion.</p>	<p>Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.</p>	

FLEXIBILITY/ADAPTABILITY

- *Dealing with changes in schedules, assignments, techniques and routines*
- *Transitioning easily between tasks*
- *Assuming new responsibilities*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	Readily accepts and adjusts quickly to changes in assignments and priorities. Changes behavior to effectively respond to differences or changes in situations, circumstances, objectives or people. Handles multiple tasks without sacrificing quality by prioritizing and effectively managing time.	Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.	▪ <i>I was moved to a different location in the middle of the school year. When I arrived at my school I met with my administrator to discuss requirements and schedules. I also met with the teacher to check on the students assigned to me so that I could familiarize myself with their IEPs. I also asked about her expectations so I can support her.</i>

PROFESSIONAL KNOWLEDGE/TECHNICAL EXPERTISE

- *Possessing skills and abilities necessary to perform the job*
- *Awareness of specific needs of student/s*
- *Understanding the spectrum of disabilities*
- *Understanding and supporting IEPs*
- *Continuous learning*
- *Assuming responsibility for improvement of knowledge, skills*
- *Understanding the use of Related Services*
- *Ensuring compliance with required training and certification*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	Comprehensive knowledge of the spectrum of disabilities and how to provide for students regardless of needs. Knowledgeable on the students IEP to effectively implement it and support instruction. Compliant with required certifications and training. Supports providers of related services when needed by the students. Seeks and uses feedback to improve performance and identify areas of learning. Seeks out education, training, and experience to enhance current job performance and/or promotion potential. Shares expertise in his/her work with others.	Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.	▪ <i>I am always on the lookout for any PD offered and available to me as a paraprofessional. I regularly check out the Special Ed website and the Organizational Excellence website for training courses available.</i>

COMMUNICATION SKILLS

- *Interacting verbally and non-verbally*
- *Adapting communications to individual's level of proficiency*
- *Providing information to students, teachers, administrators*
- *Receiving information from students, teachers, administrators*
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Developing	Effective	Effective +	Examples of Evidence
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	Shows attention through verbal and non-verbal cues. Responds to, rather than reacts to, situations. Provides specific, immediate and appropriate feedback to students. Considers the level of proficiency of the student when communicating. Communicates students' progress to teachers, not directly to families, and relays information from families to teachers when necessary. Focuses on the student rather than on the disability. Provides positive reinforcement to students in the form of verbal praise and encouragement when appropriate. Uses multimodal means of communication when addressing a student (e.g., sign language, pictures, appropriate technology). Uses and reinforces academic language of the respective curriculum.	Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.	<ul style="list-style-type: none"> ▪ <i>A student in class was very excited and telling everyone that she was going on vacation. So I smiled and nodded at her and listened. Then I redirected her to her seat and told her to go back to the lesson being discussed, which she did.</i> ▪ <i>I was working with a student on a math problem, but the student was having difficulty understanding it. So I explained the problem in simpler terms. The student continued to try until he got the answer. The student was able to solve the problem after several attempts and I "high fived" him and acknowledged his success.</i>

SAFETY FOCUS

- *Awareness of surroundings*
- *Protecting health and safety of self and others*
- *Implementing universal precautions*
- *Dressing appropriately for all work situations*
- *Completing specialized safety training when applicable*
- *Staying current on required health certifications*
- *Managing health needs of students as directed*

Developing	Effective	Effective +	Examples of Evidence
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	Maintains awareness of surroundings, personal and students' safety to avoid injury or property damage during all work activities. Adheres to all safety practices of workplace. Is able to determine the severity of a situation and escalate to appropriate staff in cases of emergencies. Ensures the safety and wellbeing of students at all times. Understands and practices Universal Precautions. Observes proper dress code as a safety precaution. Exercises proper hygiene at all times. Utilizes proper body mechanics for lifting and moving students and equipment to prevent injury. Stays current with required health and safety certifications.	Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.	<ul style="list-style-type: none"> ▪ <i>I make it a point to look around the classroom at the start of the day and throughout to check for spills or any item that may cause anyone to trip. It has become a habit for me.</i> ▪ <i>I found out that our union offers free CPR and first aid classes and since I knew that my certificate was expiring I enrolled in a class before it expired. I was able to take advantage of my union benefit while staying compliant with state regulations by maintaining the validity of my certificate.</i>

INTERPERSONAL RELATIONSHIPS

- *Interacting with students, teachers, administrators, families*
- *Forging relationships with all stakeholders*

- *Respecting role differences of teachers, paraprofessionals, others*

- *Understanding cultural diversity and Ideological differences*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	<p>Presents a sincere and approachable demeanor when interacting with all stakeholders. Interacts positively with students, teachers, administrators, families, and rest of the community. Shows interest in what people have to say. Maintains professional relationships with teachers, students, other school personnel, and the community. Recognizes the role differences of all team members. Respects others regardless of differences in interest, perspectives, backgrounds, opinions and organizational level. Collaborates with providers to support student skill development. Consistently collaborates with teachers on relevant student issues.</p>	<p>Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.</p>	<ul style="list-style-type: none"> • <i>I try to create a positive environment around me whenever I can by simply greeting everyone I see. It may be a simple gesture to say good morning or have a good day but it affects them positively and it makes me happy. It does not hurt to be pleasant.</i> ▪ <i>I try to maintain a good relationship with the teachers I work with so I can support them effectively. I find time to ask about the student's IEP and also provide feedback when necessary as I sometimes work more closely with the students.</i>

DEPENDABILITY/RELIABILITY

- *Demonstrating timeliness in work, breaks, task completion*
- *Achieving results with little oversight*
- *Exhibiting professional and appropriate attitude*

- *Demonstrating initiative, follow-through, and persistence*
- *Embracing customer service, courtesy, approachability*

- *Being proactive*
- *Maintaining fidelity of behavioral support*

<i>Developing</i>	<i>Effective</i>	<i>Effective +</i>	<i>Examples of Evidence</i>
Inconsistent practice and outcomes	Consistent practice and outcomes	Exceptional practice and outcomes + builds capacity of co-workers	
	<p>Reports to work on time and is ready to assume responsibilities. Demonstrates proper notification and use of leave time. Maintains calm, professional demeanor and attitude even in challenging circumstances. Demonstrates resilience against challenges and obstacles. Follows through to achieve results. Is proactive in bringing attention to areas that may require additional training in order to benefit students and the Division of Special Education.</p>	<p>Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.</p>	<ul style="list-style-type: none"> ▪ <i>As soon as our vacation plans were finalized, I filed my vacation request, even though it was months away. When it came closer, I reminded my administrator about my time off to ensure there would be proper coverage while I was away.</i> ▪ <i>During a test, I went and checked on my students in the class. I explained a few problems that they did not understand and advised the teacher as well. The teacher went to the board and addressed the whole class as he saw that a lot of students were having a hard time. He explained the problem again.</i>