

Mt. Blue Regional School District Paraeducator Committee Fostering Collaborative Educational Teams

INDEX

JOB DESCRIPTIONS

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NAME:	
JOB TITLE:	Education Technician I / SPECIAL EDUCATION
QUALIFICATIONS:	High School Diploma or GED or an Equivalent / ParaPro Test / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

PERFORMANCE RESPONSIBILITIES:

- **1.** To assist in the provision of an appropriate and quality education for identified students with disabilities.
 - **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
 - **1.2** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
 - **1.3** Works with individual or small groups of students with direct professional supervision.
 - **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
 - **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
 - **1.6** Observes and records data in relation to student performance and progress.
- 2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.
- 3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.
 - **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students.
 - 3.2 Participates in training programs, as assigned.
- 4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.
 - **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
 - **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal, and reviewed by the Special Education Administrator.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:	
JOB TITLE:	Education Technician II / SPECIAL EDUCATION
QUALIFICATIONS:	60 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

PERFORMANCE RESPONSIBILITIES:

- 1. To assist in the provision of an appropriate and quality education for identified students with disabilities.
 - **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
 - **1.2** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
 - **1.3** Works with individual or small groups of students with indirect professional supervision.
 - **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
 - **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
 - **1.6** Observes and records data in relation to student performance and progress.
- 2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.
- 3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.
 - **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students.
 - **3.2** Participates in in-service training programs, as assigned.
- 4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.
 - **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
 - **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

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EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal, and reviewed by the Special Education Administrator.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:	
JOB TITLE:	Education Technician III / SPECIAL EDUCATION
QUALIFICATIONS:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

PERFORMANCE RESPONSIBILITIES:

- 1. To assist in the provision of an appropriate and quality education for identified students with disabilities.
 - **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
 - **1.2** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
 - **1.3** Works with individual or small groups of students in both school and community-based programs.
 - **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
 - **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
 - **1.6** Observes and records data in relation to student performance and progress.
- 2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.
- 3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.
 - **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students,
 - **3.2** Participates in training programs, as assigned.

4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal, and reviewed by the Special Education Administrator.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:	
JOB TITLE:	Education Technician III / SPECIAL EDUCATION TEACHER ASSISTANT
QUALIFICATIONS:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned Special Education Teacher, Special Education Administrator, and Building Principal

PERFORMANCE RESPONSIBILITIES:

- 1. To assist in the provision of an appropriate and quality education for identified students with disabilities.
 - **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
 - **1.2** Assists teacher with organizing and preparing materials for skills assessments.
 - **1.3** Assists teacher with implementing assessments for each child to determine the child's strengths and areas in which each child may need help.
 - **1.4** Plans with and assists the teacher in preparing materials and supplies.
 - **1.5** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
 - **1.6** Works with individual or small groups of students in both school and community-based programs.
 - **1.7** Follows consistently with the behavior management and disciplinary strategies developed by the team.
 - **1.8** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
 - **1.9** Observes and records data in relation to student performance and progress.
 - **1.10** Assists the teacher in maintaining a safe, clean learning environment and assuring the wellbeing and safety of all children in the program

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

- 2.1 Exhibits a positive, calm, nurturing and caring attitude toward all children.
- **2.2** Exhibits a high standard of personal conduct toward co-workers, supervisors, students and their families.

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

- **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students,
- **3.2** Participates in training programs, as assigned.
- 4. Carries out other duties and responsibilities as assigned by the assigned special education teacher, special education administrator and building principal.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal, and reviewed by the Special Education Administrator.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:	
JOB TITLE:	Education Technician II / GENERAL EDUCATION
QUALIFICATIONS:	60 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned General Education Staff and Building Principal

PERFORMANCE RESPONSIBILITIES:

1. To assist in the provision of an appropriate and quality education for classroom students.

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** Carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
- **1.3** Works with individual or small groups of students with indirect professional supervision.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by teacher(s).
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

- **3.1** Informs general education classroom teacher(s) of any problems or special information about individual students.
- **3.2** Participates in in-service training programs, as assigned.

4. Carries out other duties and responsibilities as assigned by classroom teacher(s) and building principal.

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:	
JOB TITLE:	Education Technician III / GENERAL EDUCATION
QUALIFICATIONS:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	Assigned General Education Staff and Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists in the provision of an appropriate and quality education for classroom students.

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** May plan and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
- **1.3** Works with individual or small groups of students in the classroom and on field trips.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by teacher(s).
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.
- 2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.
- 3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.
 - **3.2** Participates in in-service training programs, as assigned.
 - **3.1** Informs general education classroom teacher(s) of any problems or special information about individual students.
- 4. Carries out other duties and responsibilities as assigned by classroom teacher(s) and building principal.
 - **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
 - **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:			
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JOB TITLE: EDUCATION TECHNICIAN I / ELEMENTARY DUTY MONITOR

QUALIFICATIONS: HIGH SCHOOL DIPLOMA OR GED OR EQUIVALENT/MAINE STATE AUTHORIZATION/FINGER PRINTING APPROVAL

REPORTS TO: BUILDING PRINCIPAL

PERFORMANCE RESPONSIBILITIES:

1. Monitors students in non-academic settings.

- **1.1** Monitors students while they work but does not teach.
- **1.2** Relates any problems or special information about students to supervisor.
- **1.3** Works the length of work year and workday as determined for each position.
- **1.4** May share position with another Elementary Duty Monitor.
- **1.5** Substitutes for other staff only in an emergency.
- **1.6** Performs clerical duties as assigned by the office of the principal.
- **1.7** Participates in in-service training programs, as assigned.
- 2. Carries out other duties and responsibilities as assigned by building principal or his/her designee.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: Once at the end of the probationary period; thereafter, annually by the Building Principal.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date:_____

NAME:	
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JOB TITLE: EDUCATION TECHNICIAN II / STUDY HALL MONITOR

QUALIFICATIONS: EXPERIENCE WORKING WITH AND/OR SUPERVISING HIGH SCHOOL-AGE STUDENTS. MUST HAVE/BE IN THE PROCESS OF OBTAINING ED TECH II AUTHORIZATION (60 POST-SECONDARY CREDIT HOURS)/ FINGER PRINTING APPROVAL

REPORTS TO: OFFICE OF THE PRINCIPAL

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in study hall periods.

- **1.1** Supervises study halls each day for the four daily time blocks.
- **1.2** Develops clear and organized seating charts.
- **1.3** Maintains accurate attendance records electronically and/or manually.
- **1.4** Enforces procedures and policies as they relate to study hall management, per student Handbook.
- **1.5** Assists in maintaining a safe, clean, and orderly study hall environment.
- **1.6** Relates any problems or special information about individual students to supervisor.
- **1.7** Provides academic support as needed.
- **1.8** Participates in in-service training programs, as assigned.

2. Carries out other duties and responsibilities as assigned by building principal or his/her designee.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Mt. Blue High School Administration.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

NAME:			

JOB TITLE: EDUCATION TECHNICIAN III / LIBRARY TECHNICIAN

QUALIFICATIONS: 90 CREDITS OF APPROVED STUDY/MAINE STATE AUTHORIZATION/FINGER PRINTING APPROVAL

REPORTS TO: BUILDING PRINCIPAL

PERFORMANCE RESPONSIBILITIES:

1. Maintains library atmosphere conducive to academic and educational activities.

- **1.1** Provides library and information literacy skills instruction to individuals and classes.
- **1.2** Assists with library activities, which support current curriculums.
- **1.3** Stimulates and encourages literacy by exposing students to a rich and varied collection of current and classic literature.
- **1.4** Trains volunteers and student aids where applicable.
- **1.5** Prepares bibliographies and reading lists.

2. Performs clerical, and/or computer duties in the library media center.

- **2.1** Assists with budget development.
- **2.2** Assists with material selection.
- 2.3 Circulates books and other learning resources.
- 2.4 Maintains statistical and circulation records.
- **2.5** Schedules use of library for classes, groups, and individuals.
- **2.6** Schedules volunteers and student aides where applicable.
- 2.7 Catalogs and maintains material collections
- 2.8 Maintains the automated library computer system.

3. Follows established district library policies.

- 3.1 Follows all necessary requirements regarding time clock procedures
- **3.2** Performs related duties as assigned by supervising librarian and/or building administrator.

4. Carries out other duties and responsibilities as assigned by building principal or his/her designee.

TERMS OF EMPLOYMENT: As determined annually by the District.

EVALUATION: This process will occur once at the end of the probationary period, thereafter, annually by the Building Principal.

I, _____, employee, have read and fully understand these requirements as presented to me. I also agree to adhere to them accordingly with full understanding that not doing so may lead to immediate job action including, but not limited to dismissal. Date: _____

Name:	Date:
Work Location:	School Year:
Job Title:	Education Technician I / SPECIAL EDUCATION
Qualifications:	High School Diploma or GED or an Equivalent / ParaPro Test / Maine State Authorization / Finger Printing Approval
Reports To:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for identified students with disabilities.

Below Requirement		Meets Require	ments Excee	Exceeds Requirements	
1	2	3	4	5	

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
- 1.3 Works with individual or small groups of students with direct professional supervision.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.

Name:	Date:
Work Location:	School Year:

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

Below Requir	rement	Meets Requirements	s Exceed	s Requirements
1	2	3	4	5
Comments:				

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

Below Requi	rement	Meets Requirements	ments Exceeds Requirements	
1	2	3	4	5

3.1 Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students.

3.2 Participates in training programs, as assigned.

Comments:

4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.

	Below Requi	bw Requirement Meets Requirements H			Meets Requirements		Requirements
	1	2		3		4	5

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

•	
N	ame:
ΤN	anne.

Work Location:

School Year:

Professional Competencies Checklist

PERFORMANCE	Below		Meets		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities	1	2	5	•	0
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	_				-
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time					
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts					
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo	W	Meet	s I	Exceeds
INTERPERSONAL		Re	quirer	nen	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Below	V	Meets	S E	xceeds
PERSONAL			quire	nen	
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					

Comments:

Supervisor's Signature Date

Principal's Signature

Date

□ ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature

Date

(My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement. 10/30/09, Revised 2010, Reviewed 6/2013, Revised 3/12/15, Revised 10/03/16

Name:	Date:
Work Location:	School Year:
Job Title:	Education Technician II / SPECIAL EDUCATION
Qualifications:	60 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
Reports To:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for identified students with disabilities.

Below Requi	rement	Meets Require	nents Exceeds Requirements	
1	2	3	4	5

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
- 1.3 Works with individual or small groups of students with indirect professional supervision.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.

Name:	Date:		
Work Location:	School Year:		

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

Below Requi	rement	Meets Requirements Exceeds Requirements		
1	2	3	4	5

- **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students.
- **3.2** Participates in training programs, as assigned.

Comments:

4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.

Below Requirement Me		Meets Requirements	Exceeds	s Requirements
1	2	3	4	5

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

Name:	
Work Location:	

Date:				
School	Year:			

Professional Competencies Checklist

DEDEODMANCE	Below		Meets		Exceeds
PERFORMANCE	1		quirer		
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities					
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively					
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time					
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts					
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo	W	Meet	s l	Exceeds
INTERPERSONAL		Re	quirer	nen	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Below	N	Meets	E	xceeds
PERSONAL		Re	quirer	nen	ts
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies and time clock procedures					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,	_	-	-	-	-
professionals, chain of command; adheres to policies and					
procedures					
	1				

Comments:

Supervisor's Signature

Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

 Employee's Signature
 Date

 (My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement.)

Name:	Date:
Work Location:	School Year:
Job Title:	Education Technician III / SPECIAL EDUCATION
Qualifications:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
Reports To:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for identified students with disabilities.

Below Requirement		Meets Requirements	s Exceed	s Requirements
1	2	3	4	5

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
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- **1.3** Works with individual or small groups of students in both school and community-based programs.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by the team.
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.

Name:	Date:
Work Location:	School Year:

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

Below Requirement		Meets Requirements	s Exceed	s Requirements
1	2	3	4	5

- **3.1** Informs special education and regular classroom teacher(s) of any problems or special information regarding individual students.
- **3.2** Participates in training programs, as assigned.

Comments:	

4. Carries out other duties and responsibilities as assigned by the special education staff person, special education administrator and building principal.

Below Requirement		Meets Requirements	s Exceed	s Requirements
1	2	3	4	5

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

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School Year:

Professional Competencies Checklist

PERFORMANCE	Belo		Meet		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to			<u>quii c</u> 3	<u>4</u>	5
complete assigned duties and responsibilities	1	2	5	7	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	2	5	т	5
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time	1	-	2	•	U
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts	1	-	2	•	U
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo	DW	Mee	ts I	Exceeds
INTERPERSONAL		Re	quire	men	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Belo	W	Meet	ts E	xceeds
PERSONAL		Re	quire	emen	ts
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					

Comments:

Supervisor's Signature Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature Date (My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement.)

Name:	Date:
Work Location:	School Year:
Job Title:	Education Technician III / SPECIAL EDUCATION TEACHER ASSISTANT
Qualifications:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
Reports To:	Assigned Special Education Staff, Special Education Administrator, and Building Principal

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for identified students with disabilities.

Below Requirement		Meets Requirements	s Exceeds	s Requirements
1	2	3	4	5

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** Assists teacher with organizing and preparing materials for skills assessments.
- **1.3** Assists teacher with implementing assessments for each child to determine the child's strengths and areas in which each child may need help.
- **1.4** Plans with and assists the teacher in preparing materials and supplies.
- **1.5** Plans and carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom
- **1.6** Works with individual or small groups of students in both school and community-based programs.
- **1.7** Follows consistently with the behavior management and disciplinary strategies developed by the team.
- **1.8** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.9** Observes and records data in relation to student performance and progress.

				Date:	
Work Location:				School Year:	
1.10			intaining a safe, cle of all children in th		nment and assuring
Comments:					
regardi	ing students	s and their fa		·	
Below Red	quirement		eets Requirements	Exceeds	Requirements
1		2	3	4	5
comments:					
			sionalism in follow		
3. Mainta district	ins a high l policies, sc	evel of profes hool rules and	sionalism in follow d team standards i	ring and supporti n all areas.	ng school
3. Mainta district	ins a high l policies, sc	evel of profes hool rules and	sionalism in follow	ring and supporti n all areas.	ng school
3. Mainta district	ins a high l policies, sc	evel of profes hool rules and	sionalism in follow d team standards i	ring and supporti n all areas.	ng school

4. Carries out other duties and responsibilities as assigned by classroom teacher(s) and building principal.

Below Requirement		Meets Requirements	s Excee	ds Requirements
		1	1	
1	2	3	4	5
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School Year:

Professional Competencies Checklist

PERFORMANCE	Belo		Meet		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to			<u>quii c</u> 3	4	5
complete assigned duties and responsibilities	1	2	5	4	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	2	5	т	5
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time	-	_	U	•	C
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts			-		-
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo	DW	Mee	ts I	Exceeds
INTERPERSONAL		Re	quire	men	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Belo				xceeds
PERSONAL			equire		
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					

Comments:

Supervisor's Signature Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature Date (My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement.)

Name:			Date:	_
Work Location:			School Year:	
JOB TITLE:	Education Technician	II / GENERAL	EDUCATION	
QUALIFICATIONS:	60 Credits of Approve Approval	d Study / Maine	e State Authorization / Finger Prin	nting
REPORTS TO:	Assigned General Edu	cation Staff and	d Building Principal	

PERFORMANCE RESPONSIBILITIES:

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for classroom students.

Below Requi	rement	Meets Requirements	s Exceed	s Requirements
1	2	3	4	5

- **1.1** Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.
- **1.2** Carries out short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom.
- **1.3** Works with individual or small groups of students with indirect professional supervision.
- **1.4** Follows consistently with the behavior management and disciplinary strategies developed by teacher(s).
- **1.5** Conducts and assists with group activities, such as drill work, reading aloud, story telling and other academic activities.
- **1.6** Observes and records data in relation to student performance and progress.

Name:	Date:
Work Location:	School Year:

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

Below Requirement		Meets Requirements	Exceeds	Exceeds Requirements		
1	2	3	4	5		
Comments:						
Comments.						

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

Below Requirement		ement	Meets Requirements	5	Exceeds Requirements		
1		2	3		4	5	
3.1	Info	orms general educa	tion classroom teach	er(s) of a	ny problem	ns or special information	

- **3.1** Informs general education classroom teacher(s) of any problems or special information about individual students.
- **3.2** Participates in in-service training programs, as assigned.

Comments:

4. Carries out other duties and responsibilities as assigned by classroom teacher(s) and building principal.

Below F	Requirement	Meets Requirements	s Excee	eds Requirements	
1	2	3 4			
4.1	-	ned duties relating to the s nd bus loading activities.	supervision of play	ground, study	
4.2	A	ents for recess, lunch, and l and/or other related servio	•	ass trips, and to	
mments:					

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School Year:

Professional Competencies Checklist

PERFORMANCE	Belo		Meet		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities	1	2	5	т	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	2	5	•	5
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time					
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts					
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo)W	Mee	ts I	Exceeds
INTERPERSONAL		Re	quire	men	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Belo				xceeds
PERSONAL			quire		
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					

Comments:

Supervisor's Signature

Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature Date (My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement.)

Name:	Date:
Work Location:	School Year:
JOB TITLE:	Education Technician III / GENERAL EDUCATION
QUALIFICATIONS:	90 Credits of Approved Study / Maine State Authorization / Finger Printing Approval
REPORTS TO:	General Education Staff and Building Principal

Performance Responsibilities:

1. Assists in the provision of an appropriate and quality education for classroom students.

1		2	3	3 4 5					
1.1		Meets with teacher or appropriate content specialist and receives instruction / direction on a regular basis.							
1.2	activiti		out short-term instruc irect supervision of the room.						
1.3	Works	Works with individual or small groups of students in the classroom and on field trips.							
1.4		Follows consistently with the behavior management and disciplinary strategies developed by teacher(s).							
1.5	Conducts and assists with group activities, such as drill work, reading aloud, story t and other academic activities.								
1.6	Observes and records data in relation to student performance and progress.								

Name:	Date:	
Work Location:	School Year:	

2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families.

Below Requirement		Meets Require	ments Exc	eeds Requirements
1	2	3	4	5
Comments:				

3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas.

Below F	Requirement	Meets Requiremen	ts Excee	eds Requirements
1	2	3	4	5
3.1	Informs general about individua		her(s) of any probl	ems or special information
3.2	Participates in i	n-service training program	ns, as assigned.	
Comments: _				

4. Carries out other duties and responsibilities as assigned by classroom teacher(s) and building principal.

Below Requi	rement	Meets Requirement	s Requirements	
1	2	3	4	5

- **4.1** Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities.
- **4.2** Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

Comments: _____

Name:

Date: _____

Work Location:

School Year:

Professional Competencies Checklist

PERFORMANCE	Below		Meet		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities	1	2	5	т	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	2	5	т	5
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time	1	2	5	4	5
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts	1	Z	3	4	5
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
*	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	-		-		-
	Belo				Exceeds
INTERPERSONAL			equire		
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Below	N	Meet	s E	xceeds
PERSONAL		Re	equire	men	ts
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					
-					

Comments: _____

Supervisor's Signature Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature

Date

Name:	Date:
Work Location:	School Year:
JOB TITLE:	EDUCATION TECHNICIAN I / ELEMENTARY DUTY MONITOR
QUALIFICATIONS:	HIGH SCHOOL DIPLOMA OR GED OR EQUIVALENT/MAINE STATE AUTHORIZATION/FINGER PRINTING APPROVAL
REPORTS TO:	BUILDING PRINCIPAL

Performance Responsibilities:

1. Monitors students in non-academic settings.

Below Requirement			Me	ets Requirements	s Exceed	Exceeds Requirements			
	1	2		3	4	5			

1.1 Monitors students while they work but does not teach.

1.2 Relates any problems or special information about students to supervisor.

1.3 Works the length of work year and workday as determined for each position.

1.4 May share position with another Elementary Duty Monitor.

1.5 Substitutes for other staff only in an emergency.

1.6 Performs clerical duties as assigned by the office of the principal.

1.7 Participates in in-service training programs, as assigned.

Name:

Date: _____

Work Location:

School Year:

Professional Competencies Checklist

PERFORMANCE	Belov		Meets		Exceeds
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities	1	2	5	т	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	2	5	т	5
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time	1	2	5	4	5
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
	1	Z	3	4	5
planning, carrying out and following through with task; efforts					
towards self-improvement; resourceful; creative; seeks out "best					
practice"	1			-	
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo				Exceeds
INTERPERSONAL			quire	nen	
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Belov	W	Meets	s E	xceeds
PERSONAL	Requirements				
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,		_	-	-	-
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,	1	4	5		5
professionals, chain of command; adheres to policies and					
procedures					
procedures					

Comments: _____

Supervisor's SignatureDatePrincipal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature

Date

Name:	Date:
Work Location:	School Year:
JOB TITLE:	EDUCATION TECHNICIAN II / STUDY HALL MONITOR
QUALIFICATIONS:	EXPERIENCE WORKING WITH AND/OR SUPERVISING HIGH SCHOOL-AGE STUDENTS. MUST HAVE/BE IN THE PROCESS OF OBTAINING ED TECH II AUTHORIZATION (60 POST- SECONDARY CREDIT HOURS)/ FINGER PRINTING APPROVAL
REPORTS TO:	OFFICE OF THE PRINCIPAL

Performance Responsibilities:

1. Supervises students in study hall periods.

Below Requi	rement	Meets Requirements	Exceed	Exceeds Requirements			
1	2	3	4	5			

- **1.1** Supervises study halls each day for the four daily time blocks.
- **1.2** Develops clear and organized seating charts.
- **1.3** Maintains accurate attendance records electronically and/or manually.
- **1.4** Enforces procedures and policies as they relate to study hall management, per student handbook.
- **1.5** Assists in maintaining a safe, clean, and orderly study hall environment.
- 1.6 Relates any problems or special information about individual students to supervisor.
 - **1.7** Provides academic support as needed.
 - **1.8** Participates in in-service training programs, as assigned.

Name:

Date: _____

Work Location:

School Year:

Professional Competencies Checklist

PERFORMANCE	Belov		Meet		Exceeds ts
1. Knowledge / Skills ~ Applies knowledge and skills in order to	1	2	3	4	5
complete assigned duties and responsibilities	1	-	5	•	5
2. Work Standards ~ Meets work goals consistently and	1	2	3	4	5
effectively	1	-	2	•	U
3. Dependability ~ Performs assignments satisfactorily on time,	1	2	3	4	5
productively uses available time					
4. Initiative ~ Assumes responsibility; self-reliant in thinking,	1	2	3	4	5
planning, carrying out and following through with task; efforts					
towards self-improvement; resourceful; creative; seeks out "best					
practice"					
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
	Belo	W	Meet	ts]	Exceeds
INTERPERSONAL		Re	quire	men	ts
6. Communication ~ Demonstrates the ability to communicate	1	2	3	4	5
clearly and effectively (listening, verbal, non-verbal, and writing)					
with students, co-workers, other professionals, families, and					
community					
7. Work Relationships ~ Displays cooperation skills; shows the	1	2	3	4	5
ability to work as a team member; promotes high morale; maintains					
sensitivity and confidentiality toward co-workers, students and					
families and program operations					
	Belov	W	Meet	s E	xceeds
PERSONAL	Requirements				
8. Attendance / Punctuality ~ Regularly present and consistently	1	2	3	4	5
arrives at work or to assigned tasks promptly; follows appropriate					
leave policies					
9. Judgment ~ Demonstrates the ability to utilize available	1	2	3	4	5
information and experience, reason and reach sound conclusion,					
make mature logical, timely decisions; exercises safe work habits					
10. Attitude ~ Shows genuine interest and concern for quality of	1	2	3	4	5
own work and goals of the program; respects students, co-workers,					
professionals, chain of command; adheres to policies and					
procedures					

Comments: _____

 Supervisor's Signature
 Date
 Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature

Date

Name:		Date:							
Work Location	:				Sc	hool Year:			
JOB TITLE:		EDU	CATIC	ON TECHNICIAN II	I / LIE	BRARY TECH	INICIAN		
QUALIFICA	TIONS:		90 CREDITS OF APPROVED STUDY/MAINE STATE AUTHORIZATION/FINGER PRINTING APPROVAL						
REPORTS TO):	BUILD	BUILDING PRINCIPAL						
Performance Responsibilities: 1. Maintains library atmosphere conducive to academic and educational activities.									
Below Re	·	•		Meets Requirements			Requirements		
1		2		3		4	5		
1 2 3 4 5 1.1 Provides library and information literacy skills instruction to individuals and classes. 1.2 Assists with library activities, which support current curriculums. 1.3 Stimulates and encourages literacy by exposing students to a rich and varied collection of current and classic literature. 1.4 Trains volunteers and student aids where applicable. 1.5 Prepares bibliographies and reading lists. Comments:									
2. Performs clerical, and/or computer duties in the library media center.									
Below Re	quirem	ent		Meets Requirements	5	Exceeds	Requirements		
1		2		3		4	5		

- **2.1** Assists with budget development.
- **2.2** Assists with material selection.
- **2.3** Circulates books and other learning resources.

- **2.4** Maintains statistical and circulation records.
- 2.5 Schedules use of library for classes, groups, and individuals
- **2.6** Schedules volunteers and student aides where applicable.
- 2.7 Catalogs and maintains material collections
- 2.8 Maintains the automated library computer system.

Comments: _____

3. Follows established district library policies.

Below Requi	rement	Meets Requirements	s Exceeds	Exceeds Requirements			
1	2	3	4	5			

- **3.1** Follows all necessary requirements regarding time clock procedures.
- **3.2** Performs related duties as assigned by supervising librarian and/or building administrator.

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work Location:	Work	Location:
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School Year:

Professional Competencies Checklist

1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities123452. Work Standards ~ Meets work goals consistently and effectively123453. Dependability ~ Performs assignments satisfactorily on time, productively uses available time123454. Initiative ~ Assumes responsibility; self-reliant in thinking, planning, carrying out and following through with task; efforts towards self-improvement; resourceful; creative; seeks out "best practice"123455. Adaptability ~ Maintains effectiveness in a variety of situations12345INTERPERSONALBelow urementsMeets Exceeds Requirements6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community123457. Work Relationships ~ Displays cooperation skills; shows the ability to work as a team member; promotes high morale; maintains sensitivity and confidentiality toward co-workers, students and families and program operations12345PERSONALBelow RequirementsMeets Exceeds Requirements8. Attendance / Punctuality ~ Regularly present and consistently12345	DEDEODMANCE	Below		Meets		Exceeds
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arrives at work or to assigned tasks promptly; follows appropriate	arrives at work or to assigned tasks promptly; follows appropriate					
leave policies	leave policies					
9. Judgment ~ Demonstrates the ability to utilize available 1 2 3 4 5	1	1	2	3	4	5
information and experience, reason and reach sound conclusion,						
make mature logical, timely decisions; exercises safe work habits						
10. Attitude ~ Shows genuine interest and concern for quality of 1 2 3 4 5		1	2	3	4	5
own work and goals of the program; respects students, co-workers,						
professionals, chain of command; adheres to policies and						
procedures						

Comments:

Supervisor's Signature Date

Principal's Signature

Date

ADMINISTRATOR - PLEASE CHECK BOX IF STAFF MEMBER HAS SUCCESSFULLY COMPLETED PROBATION AND YOU RECOMMEND CONTINUING EMPLOYMENT.

Employee's Signature

(My signature acknowledges that I have received a copy of the evaluation. It does not necessarily imply agreement.)

Date