

**Haysville USD #261**  
**Employee Performance Review**  
**Special Education Interpreter (\*Para Interpreter)**

EMPLOYEE INFORMATION

\_\_\_\_\_  
 Employee Name

\_\_\_\_\_  
 Location

\_\_\_\_\_  
 Job Classification

\_\_\_\_\_  
 Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

EVALUATION OF ESSENTIAL JOB FUNCTIONS

1. Provide interpreting and or transliteration services for the deaf consumers and hearing consumers for the purpose of supporting and reinforcing classroom objectives.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Facilitate communication through use of sign language, spoken English, cultural mediation, and knowledge about accessibility. Interpret within social and academic settings, direct and overheard conversations, class instruction, lectures, tests, assemblies, and field trips for the purpose of making sure that the student has all the information needed to perform accurately.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Attend meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

4. Communicate with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

5. Provide, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students' success in school.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

6. Educate consumers about using interpreting services and providing visual access to deaf and hard of hearing students for the purpose of making sure that the services provided are understood.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

7. Demonstrate dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

9. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date