

**SPECIAL EDUCATION AIDE (BEHAVIOR SKILLS)
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Behavioral & Instructional Support

- _____ 1. Assists teachers in implementing instructional activities and behavioral interventions for students individually or in small groups.
- _____ 2. Supports the implementation of IEPs and Behavior Intervention Plans, including Positive Behavioral Interventions and Supports (PBIS).
- _____ 3. Monitors student behavior and applies approved behavior management, de-escalation, and crisis intervention techniques as trained.
- _____ 4. Physically assists, calms, and de-escalates students demonstrating volatile or unsafe behavior using approved physical management and assault response techniques when necessary.
- _____ 5. Models appropriate social, emotional, and behavioral skills across classroom and campus settings.
- _____ 6. Collects behavioral data, incident documentation, and observational records as directed by the teacher.
- _____ 7. Communicates behavior trends, concerns, and student progress to the teacher and support team.

COMMENTS: _____

Student Safety & Supervision

- ____ 8. Maintains constant supervision of students to ensures safety of students and staff.
- ____ 9. Assists with student transitions throughout the campus, including arrival, dismissal, transportation, lunch, and recess.
- ____ 10. Accompanies and supervises students on instructional outings, field trips, or vocational activities as assigned.
- ____ 11. Assists with supervision during non-instructional periods and crisis situations.

COMMENTS: _____

Classroom & Clerical Support

- ____ 12. Assists with preparation and organization of instructional materials and classroom environments.
- ____ 13. Maintains accurate student records, attendance, and required documentation.
- ____ 14. Assists substitute teachers with classroom procedures and student needs.

COMMENTS: _____

Personal Care Services (PCS)

- ____ 15. Assists students with physical needs, including lifting, transferring, positioning, and mobility using proper body mechanics.
- ____ 16. Provides personal care assistance such as toileting, diapering, feeding, grooming, and hygiene in a respectful and dignified manner.
- ____ 17. Demonstrates competency in assigned PCS tasks and participates in required competency verification by licensed health care providers.
- ____ 18. Maintains accurate documentation of PCS services delivered, including SHARS-related documentation as required.
- ____ 19. Applies safe techniques for assisting students with limited mobility or medical needs.

COMMENTS: _____

Health & Personal Care (As Needed)

- ____ 20. Assists students with basic personal care needs, including toileting, hygiene, and feeding, when required by the student’s IEP or safety plan.
- ____ 21. Follows health and safety protocols and seeks licensed support when medical concerns arise.

COMMENTS: _____
