



## Superintendent's Circular

NUMBER:  
HRS-PM07  
Version 01

### PERFORMANCE EVALUATION OF CLASSROOM PARAPROFESSIONALS

#### EMPLOYEES COVERED BY THIS CIRCULAR:

- Coverage Paraprofessional
- Instructional Paraprofessional
- One-to-One Paraprofessional
- Surround Care Paraprofessional

#### FORMAL EVALUATION

All staff shall be formally evaluated using standards and indicators reasonably related to a paraprofessional performance, with a mark for each standard and an overall rating. Overall ratings shall be "Exemplary," "Proficient," "Needs Improvement," and "Unsatisfactory," and shall be transmitted to paraprofessionals by the last business day prior to May 15 via the VectorEvals platform. A paraprofessional may sign the evaluation digitally only if the paraprofessional does so on a BPS-issued computer. If the paraprofessional does not have access to a BPS-issued computer, the form must be printed from VectorEvals for their signature and then uploaded as a PDF attachment to the digital form.

Paraprofessionals will generally be evaluated formally every two years, except as set forth in section (7) of *Schedule, Meetings, and Procedures* below. During each school year, each principal/head of school or their designee will identify approximately one-half of

the staff for which that administrator is responsible for evaluating during that year. The process of identifying the evaluatees will be determined by the responsible administrator. An administrator may also evaluate a staff member not originally identified if assistance, supervision, or intervention is deemed appropriate based on informal observation.

## **EVALUATORS**

1. No supervisor shall supervise or evaluate a relative.
2. the head of school, principal, or other administrative head outside of the bargaining unit will be responsible for all evaluations. However, they may be assisted by other qualified persons (who are not members of the bargaining unit) designated by the School Department.

## **SCHEDULE, MEETINGS, AND PROCEDURES**

1. At the beginning of each school year, the responsible building administrator or their designee shall meet with paraprofessionals for the purpose of explaining the evaluation program and instrument and answering questions. The building administrator may be assisted by other qualified persons designated by the School Department. Classroom visits may be a combination of announced and unannounced observations.

For any classroom visit resulting in written feedback indicating a deficiency in the paraprofessional's practice, the responsible supervisor shall provide such written feedback to the paraprofessional before releasing the next formative or summative evaluation.

2. If a paraprofessional's performance results in an overall

Formative Evaluation or Summative Evaluation rating of "Needs Improvement" or "Unsatisfactory," the evaluation prescription may contain a requirement that the paraprofessional take advantage of additional professional development training or other opportunities offered by or through the School Department to correct a weakness or deficiency which caused the less than proficient rating. Formative refers to evaluations that at a minimum are twenty (20) school days apart.

Regardless of the rating mark, within ten (10) school days following the last observation used as the basis of the evaluation, the responsible building administrator (or designee) shall meet with the paraprofessional to discuss the evaluation. At this meeting, the paraprofessional will be given two (2) copies of the written evaluation, signed, and dated by the responsible building administrator.

The paraprofessional shall sign and return one (1) copy to indicate having received it, but not to indicate agreement or disagreement. No paraprofessional shall be asked to sign an incomplete evaluation form. Paraprofessionals shall be allowed to attach their written comments to the evaluation form. A paraprofessional whose overall performance is determined less than "Proficient" at any point during the school year shall be notified in writing and shall meet directly with the responsible building administrator.

3. In any area where the responsible building administrator or their designee indicates a need for improvement, they will provide the paraprofessional with a written prescription. The paraprofessional may attach comments to the

prescription.

If the paraprofessional continues to need improvement after allowing adequate time to improve, the responsible administrator may include a prescription in the evaluation that the paraprofessional may voluntarily take the opportunity of additional training or in-service training to correct a deficiency.

4. If a paraprofessional receives an "Unsatisfactory" on at least four (4) formative evaluations within a twelve (12) month period in which the paraprofessional reported to work, or on at least two (2) formative evaluations plus a summative evaluation, the principal/head of school may initiate termination by recommending to the superintendent that the paraprofessional be terminated. If the superintendent approves the head of school's/principal's recommendation, the principal/head of school shall notify the paraprofessional in writing of their intent to dismiss the paraprofessional. The paraprofessional may then request a meeting with the principal/head of school to discuss their intent to dismiss. This request must be made in writing within ten (10) days of the paraprofessional's receipt of the intent to dismiss notice. Overall "Unsatisfactory" evaluation ratings need not occur in consecutive months.

An overall rating of "Unsatisfactory" on a summative evaluation must be preceded by a rating of "Unsatisfactory" on at least two (2) formative evaluations during that school year. A paraprofessional may be removed from the classroom, dismissed, or suspended for just cause prior to the completion of the prescriptive period specified in this paragraph.

5. After each of the first three (3) formative evaluation overall "Unsatisfactory" ratings that are based in whole or in part upon classroom performance, the responsible building administrator shall conduct a follow-up evaluation. This evaluation shall include observation of classroom performance and take place no sooner than twenty (20) school days and no later than fifty (50) school days after the previous "Unsatisfactory" evaluation.

If an overall formative evaluation "Unsatisfactory" rating is based upon grounds other than classroom performance, then the responsible administrator must clearly convey the reasons in writing to the paraprofessional and follow prescribed procedures for progressive discipline.

6. A formative or summative evaluation with an overall "Unsatisfactory" rating shall be maintained as a permanent part of the employee's personnel record and may be grieved and arbitrated. An employee may grieve a summative evaluation with an overall rating other than "Unsatisfactory" up to but not beyond the level of the Step 2 hearing officer, who shall have the authority to rectify the grievance. Any such grievance shall be dealt with expeditiously. In the event of a concurrent dismissal, the grievances shall be merged and treated as a single grievance.

Notwithstanding the above, disputes concerning the paraprofessional's rating in any of the individual standards found within a formative or summative evaluation not resulting in an overall "Unsatisfactory" rating are neither grievable nor arbitrable. Similarly, disputes concerning comments made by the responsible administrator within an

observation or formative and summative evaluation are neither grievable nor arbitrable.

7. The following individuals shall be evaluated annually **by the last business day prior to November 15** if possible:
  - a. Paraprofessionals who were evaluated during the previous school year as “Unsatisfactory” overall or in a particular area.
  - b. All paraprofessionals who are new to the building.

**Summary of significant dates and deadlines:**

Date	Activity
By the last business day prior to November 15	<ul style="list-style-type: none"><li>• Evaluation of paraprofessionals who received an “Unsatisfactory” in their evaluation from the prior school year.</li><li>• Evaluation p who are new to the school building.</li></ul>
By the last business day prior to May 15	<ul style="list-style-type: none"><li>• Deadline to submit evaluation on VectorEvals platform. <i>A paraprofessional may sign the evaluation digitally only if the paraprofessional does so on a BPS-issued computer. If the paraprofessional does not, the form must be printed from VectorEvals for them to sign and then uploaded as a PDF attachment to the digital form.</i></li><li>• Evaluation of paraprofessionals due every 2 years (except for <i>paraprofessionals new to the building or who received an “Unsatisfactory” rating the previous school year</i>).</li></ul>

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Mary Skipper, Superintendent

- Click to view a [SAMPLE Classroom Paraprofessional Evaluation Form \(PDF\)](#). Evaluators should use VectorEvals to submit their evaluations.