



## PARA216 Evaluating Paraprofessionals

### Course Overview

Principals play an important role in supervising and evaluating staff within their school. This course will help administrators understand paraprofessional standards and how to use these for an assessment of paraprofessionals within a school or program to observe, build confidence in practice, and grow the necessary skills for success.

Participants will focus on developing an understanding and addressing paraprofessional standards when implementing state or district evaluations for employees in this category. Special attention will be given on how to develop checklists, walkthrough tools, rubrics and other evaluation tools that align to paraprofessional core competencies and how to provide meaningful feedback to build confidence in practice and promote professional growth.

## ***Evaluating Paraprofessionals Course Outline***

### ***Section 1 – Introduction***

- 1.1 Welcome to the Course
  - 1.1.1 Course Introduction
  - 1.1.2 Course Objectives
  - 1.1.3 Course Navigation
  - 1.1.4 Pre-Course Activity

### ***Section 2 – Understanding Paraprofessional Standards***

- 2.1 Section Overview
- 2.2 Paraprofessional Standards

### ***Section 3 – The Paraprofessional Evaluation Process***

- 3.1 Section Overview
- 3.2 The Importance of a Paraprofessional Evaluation System
- 3.3 Aligning Evaluation to Paraprofessional Standards
- 3.4 Paraprofessional Evaluation Best Practices
- 3.5 The Paraprofessional Evaluation Process

### ***Section 4 – Observing Paraprofessional Performance***

- 4.1 Section Overview
- 4.2 Observing in Classrooms

### ***Section 5 – Reviewing and Discussing Evaluations***

- 5.1 Section Overview
- 5.2 Providing Feedback
- 5.3 Learning-Focused Conversations

### ***Section 6 – Course Wrap-Up***

- 6.1 Course Conclusion
- 6.2 Course Wrap-Up
- 6.3 Course Completion