



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

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MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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.

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

NAME: _____

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

NAME: _____

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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: _____

Original to employee personnel file / Copy to employee

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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 Requirements	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.

Comments: _____

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 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 Requirement	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	Meets Requirements	Exceeds 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	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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 Requirement	Meets Requirements	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.

Comments: _____

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 Requirements
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1	2	3	4	5
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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	Meets Requirements	Exceeds Requirements
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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	Exceeds Requirements
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1	2	3	4	5
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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: _____
 Work Location: _____

Date: _____
 School Year: _____

Professional Competencies Checklist

PERFORMANCE	Below	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies and time clock procedures	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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.)

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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		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 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.

Comments: _____

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 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 Requirement	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	Meets Requirements	Exceeds Requirements
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1	2	3	4	5
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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	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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.)

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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	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 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.

Name: _____

Date: _____

Work Location: _____

School Year: _____

1.10 Assists the teacher in maintaining a safe, clean learning environment and assuring the wellbeing and safety of all children in the program

Comments: _____

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

Below Requirement	Meets Requirements	Exceeds Requirements
-------------------	--------------------	----------------------

1	2	3	4	5
---	---	---	---	---

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.

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	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 classroom teacher(s) and building principal.

Below Requirement	Meets Requirements	Exceeds Requirements
-------------------	--------------------	----------------------

1	2	3	4	5
---	---	---	---	---

Comments: _____

Name: _____

Date: _____

Work Location: _____

School Year: _____

Professional Competencies Checklist

PERFORMANCE	Below	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

Name: _____

Date: _____

Work Location: _____

School Year: _____

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:

Performance Responsibilities:

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

Below Requirement	Meets Requirements	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 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.

Comments: _____

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 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 Requirement		Meets Requirements		Exceeds Requirements	
1	2	3	4	5	

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 Requirement		Meets Requirements		Exceeds 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	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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.

Below Requirement		Meets Requirements		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** 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.

Comments: _____

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 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 Requirement	Meets Requirements	Exceeds Requirements
-------------------	--------------------	----------------------

1	2	3	4	5
---	---	---	---	---

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 Requirement	Meets Requirements	Exceeds 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	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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10/30/09, Revised 2010, Reviewed 6/2013, Revised 3/12/15, Revised 10/03/16

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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		Meets Requirements		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.

Comments: _____

Name: _____

Date: _____

Work Location: _____

School Year: _____

Professional Competencies Checklist

PERFORMANCE	Below	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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10/30/09, Revised 2010, Reviewed 6/2013, Revised 3/12/15, Revised 10/03/16

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

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 Requirement	Meets Requirements	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.

Comments: _____

Name: _____

Date: _____

Work Location: _____

School Year: _____

Professional Competencies Checklist

PERFORMANCE	Below	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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10/30/09, Revised 2010, Reviewed 6/2013, Revised 3/12/15, Revised 10/03/16

MT. BLUE REGIONAL SCHOOL DISTRICT
Evaluation Form for Educational Technicians

Name: _____

Date: _____

Work Location: _____

School Year: _____

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.

Below Requirement	Meets Requirements	Exceeds Requirements
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 Requirement	Meets Requirements	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 Requirement		Meets Requirements		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.

Comments: _____

Name: _____

Date: _____

Work Location: _____

School Year: _____

Professional Competencies Checklist

PERFORMANCE	Below	Meets	Exceeds	Requirements	
1. Knowledge / Skills ~ Applies knowledge and skills in order to complete assigned duties and responsibilities	1	2	3	4	5
2. Work Standards ~ Meets work goals consistently and effectively	1	2	3	4	5
3. Dependability ~ Performs assignments satisfactorily on time, productively uses available time	1	2	3	4	5
4. 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"	1	2	3	4	5
5. Adaptability ~ Maintains effectiveness in a variety of situations	1	2	3	4	5
INTERPERSONAL	Below	Meets	Exceeds	Requirements	
6. Communication ~ Demonstrates the ability to communicate clearly and effectively (listening, verbal, non-verbal, and writing) with students, co-workers, other professionals, families, and community	1	2	3	4	5
7. 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 operations	1	2	3	4	5
PERSONAL	Below	Meets	Exceeds	Requirements	
8. Attendance / Punctuality ~ Regularly present and consistently arrives at work or to assigned tasks promptly; follows appropriate leave policies	1	2	3	4	5
9. Judgment ~ Demonstrates the ability to utilize available information and experience, reason and reach sound conclusion, make mature logical, timely decisions; exercises safe work habits	1	2	3	4	5
10. Attitude ~ Shows genuine interest and concern for quality of own work and goals of the program; respects students, co-workers, professionals, chain of command; adheres to policies and procedures	1	2	3	4	5

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

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