**TalentEd Steps for Paraprofessional Evaluation Process**

***Professional Growth Plan***

1. Paraprofessional completes first half of ***PGP Form*** on goal, rationale, progress, and supports needed using the ***PGP******Development and Scoring Form***as aresource.
2. Paraprofessional saves the ***PGP Form*** in TalentEd to share with the Principal.
3. Principal and paraprofessional meet to finalize PGP; once approved, form is saved until PGP Reflection is completed in the spring.

***Mid-Year Check-in Meeting*** **(for Observation planning, PGP progress, and Time)**

1. Principal schedules meeting through TalentEd; paraprofessional accepts meeting request.
2. Prior to meeting, paraprofessional refers to ***Mid-Year Check-in Form*** on Portal and notes PGP progress.
3. Principal and paraprofessional meet to
   * 1. discuss PGP progress and determine any needed modifications,
     2. plan for Observation, and
     3. review Paraprofessional Time.
4. Principal submits ***Mid-Year Check-in Form*** and Paraprofessional has 7 days to sign in TalentEd.

***Paraprofessional Observation***

1. Principal schedules observation through TalentEd.
2. Principal records evidence gathered during observation and scores the paraprofessional performance on the 4 identified components using the ***Paraprofessional Observation Scoring Form***.
3. Principal meets with paraprofessional within 10 days of observation in accordance with the union contract to review and finalize observation scoring.
4. Principal submits form and both sign form through TalentEd.

***Professional Growth Plan Reflection***

1. Paraprofessional completes ***PGP Reflection* (second half of PGP Form)** in TalentEd to reflect on learning, application of learning, and impact on practice using the ***PGP Development and Scoring Form*** as a resource.
2. Paraprofessional submits form to principal through TalentEd for scoring.

***Paraprofessional Summative Evaluation Meeting*\***

1. Principal schedules meeting through TalentEd; paraprofessional accepts meeting request.
2. Prior to meeting, principal completes ***Paraprofessional Time Form*** and the ***PGP Development and Scoring Form*** and saves in TalentEd.
3. During the meeting, principal reviews ***PGP Development and Scoring Form*** and the ***Paraprofessional Time Form*** with paraprofessional and submits through TalentEd. Both sign forms through TalentEd.
4. Principal opens the ***Paraprofessional Summative Scoring Form*** to discuss summative score with paraprofessional. Both sign form through TalentEd.

**\*Paraprofessional’s Summative Evaluation Meeting occurs before the last day of school.**