**Paraprofessional Time Form SY16-17**

Meaningful paraprofessional time is critical to student success, therefore paraprofessionals being present and on time will help maximize student learning. The Virgin Islands Department of Education (VIDE) includes Paraprofessional Time as one of the measures within paraprofessional evaluation. Paraprofessional Time is indicated by a paraprofessional’s attendance and punctuality and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory/ 1= Unsatisfactory

The **principal completes the Paraprofessional** **Time Form** based on the paraprofessional’s record of attendance and punctuality in TimeForce and submits it **BEFORE** the **Paraprofessional Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal.](http://www.vide.vi/for-employees/educators-portal/vide-es/298-paraprofessional-evaluation-proces.html)

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**Punctuality**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more occasions of tardiness | 9-12 occasions of tardiness | 5-8 occasions of tardiness | 0-4 occasions of tardiness |

**Total Paraprofessional** **Time score** is calculated by averaging the attendance and punctuality scores. TalentEd automatically calculates the **Total Paraprofessional** **Time score** when the form is submitted.

**TOTAL ParaPROFESSIONAL** **TIME SCORE:**

AVE (Q1, Q2)

**Comments:**