

Evaluation Plan for Non-Certified District Employees

1.0 Definition of Terms

- 1.01 Non-Certified District Employees: Employees of South Eastern Special Education District (SESE) that hold positions as bookkeeper, administrative assistants, executive administrative assistants, or paraprofessionals.
- 1.02 Bookkeeper: Employees of South Eastern Special Education District (SESE) who are employed to attend in a proper manner to the financial and personnel issues of the district.
- 1.03 Administrative Assistants: Employees of South Eastern Special Education District (SESE) who are employed to assure the smooth and efficient operation for the central office so that the office's maximum positive impact on the education of children can be related; to attend in a proper manner the personnel issues of the district; and/or to ensure that all technological aspects of the SESE District are installed and operating in a proper manner.
- 1.04 Executive Administrative Assistant: Employees of South Eastern Special Education District (SESE) that are employed to execute expeditiously the instructions of the Director.
- 1.05 Paraprofessional: Employees of South Eastern Special Education District (SESE) who are required to hold educator license with stipulations (ELS) and are employed to prepare students for success in college and in the workforce in a competitive global economy.
- 1.06 Performance Ratings:
(a) Performance of paraprofessional and administrative assistants shall be "Satisfactory" or "Unsatisfactory".
- 1.07 SESE Executive Board: The twelve (12) Superintendents of the districts within SESE. The SESE Executive Board meets monthly and transacts business related to the operation of the District. The SESE Executive Board shall go into closed sessions at least once each year to consider the results of the performance evaluations of SESE employees, and when necessary to consider remediation plans. The SESE Executive Board shall conduct the performance evaluation of the Director of Special Education and make recommendation to the Governing Board regarding all staff.

2.0 Assurances:

- 2.01 A committee consisting of no more than four (4) representatives of the Association and four (4) representatives of the SESE administration shall be established to give

input toward the evaluation for SESE staff. The Director or his/her designee shall act as chairman of the Evaluation Committee. The committee shall provide advisory input to the SESE Executive Board. The SESE Board's decision as to the implementation and adoption of the evaluation plan shall be final and not subject to the grievance procedure. A statement certifying such involvement is contained in Appendix A.

Changes in the evaluation plan shall be accomplished in the same manner as set forth for the establishment of the evaluation plan.

- 2.02 Non-Certified district employees job descriptions which have been approved by the SESE Executive Board are attached in Appendix B.

All Non-Certified employees who are employed shall be evaluated at least once every two years. Informal observations may occur at any time during any school year and be used in the subsequent biennial evaluation.

Personnel evaluations shall be conducted according to the following schedule:

- A. Probationary non-certified staff members shall be evaluated at least once a year during their probationary period. These employees may be evaluated more frequently at their request or at the discretion of the Director or the SESE Executive Board.
- B. Non-Certified who receive an "Unsatisfactory" performance rating in his/her last performance evaluation will have a conference with his/her supervisor who will recommend to the Board the appropriate next steps.

- 2.03 All employees shall be evaluated by the Director, or a qualified designated evaluator in the employ of SESE.

- 2.04 Non-Certified employees shall be evaluated by instruments as identified in Appendix C of this plan.

- 2.05 The evaluation instruments shall assess, but not be limited to an assessment of the following:

- (a) Attendance patterns for all non-certified employees.
- (b) Paraprofessional: Dependability and Reliability, Tasks, Attitude and Personal qualities.
- (c) Administrative Assistant: Position Responsibilities

Evaluation instruments are provided for each non-certified area that SESE provides.

They are:

- (a) Bookkeeper
- (b) Administrative Assistant
- (c) Administrative Assistant - Personnel
- (d) Administrative Assistant - Technology
- (e) Executive Administrative Assistant to the Director
- (f) Paraprofessional

2.06 All evaluations conducted under this plan shall be based upon the following:

- (a) direct observations, formal and informal, of work performed
- (b) an inspection of work produced
- (c) input from relevant professionals
- (d) a rating of the quality of work performed
- (e) a summative rating of required reports

2.07 All formal observations of the employee shall be conducted at a mutually agreed upon time and date with the employee.

2.08 Any formal or informal observations which are to be used to evaluate the employee shall be reduced to writing and shared with the employee. The employee will be given the opportunity to respond to the observation either verbally or in writing. It is the responsibility of the employee to schedule a time to discuss the informal evaluation and/or to provide a written response.

2.09 The employee will receive notice of beginning of evaluation cycle and/or notice of the year during which the formal observation will be conducted at the beginning of the school year. This packet will include a letter stating the above, a copy of the evaluation plan, and all required documentation forms.

2.10 A pre-observation conference will be scheduled with the employee. The pre-observation conference will be scheduled during a time that allows for a confidential, private meeting. The employee will be provided a copy of the evaluation tool with the scoring rubric. An overview of the process will be discussed and required documentation will be provided. The Evaluation Reference Guide will be available containing an overview of the evaluation process and timelines as well as all required documentation.

Informal observations may occur over the entire evaluation cycle.

The employee will be provided with copies of all formal and informal observations within ten (10) working days of their occurrence. The employee should contact the observer with questions regarding what is written specifically in the informal observation or his/her direct program supervisor regarding questions about procedure or process.

- 2.11 A post-conference will occur within twenty (20) working days following the formal observation to discuss all evidence. This will be scheduled during a time that allows for a confidential private meeting.
- 2.12 The performance summary rating document must be completed and electronically sent to the employee within twenty (20) working days following the post-conference.
- 2.13 All performance rating evaluations and evidence used to complete the evaluation shall be placed in the employee's file.