

# South Eastern Special Education Evaluation Guide



Educational Support Personnel  
2023-2024

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## Section I- Overview of the Development Process

Each category of Educational Support Personnel was asked to give input regarding the respective evaluation tool and rubric. In addition, a focus group, comprised of paraprofessionals from ECE, MSI, ED and Autism, was gathered to provide input on the scoring rubric.

South Eastern Special Education developed an evaluation committee consisting of not more than four (4) administrators and not more than four (4) bargaining members to develop an evaluation plan for Educational Support Personnel, including bookkeeper, administrative assistant, executive administrative assistant, paraprofessional.

The evaluation committee reviewed the rubrics of each category and made recommendations regarding information and requirements.

The evaluation committee submitted the final evaluation tools and rubrics to the Executive Board for adoption. The plan, tools, job descriptions, and rubrics were first adopted on June 18, 2014.

# Section II- Educational Support Personnel Evaluation Plan

## Evaluation Plan for Educational Support Personnel

### 1.0 Definition of Terms

1.01 Educational Support Personnel District Employees: Employees of South Eastern Special Education District (SESE) that hold positions as bookkeepers, administrative assistants, executive administrative assistants, or paraprofessionals.

1.02 Bookkeepers: Employees of South Eastern Special Education District 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 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.

1.04 Executive Administrative Assistant: Employees of South Eastern Special Education 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 Technology Coordinator: Employees of South Eastern Special Education District (SESE) will provide vision, leadership and guidance in the development, implementation, and coordination of strategic technology plans and curriculum; enhance integration of technology learning objectives throughout the cooperative's programs; promote the effective use of instructional technology, with the goal of providing a state of the art technology infrastructure and programming.

### 1.07 Performance Ratings:

(a) Performance of paraprofessional and administrative assistants shall be "Satisfactory" or "Unsatisfactory".

1.08 SESE Executive Board: The eleven (11) 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 recommendations 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 Educational Support Personnel job descriptions which have been approved by the SESE Executive Board are attached in Appendix B.

All Education Support Personnel 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 Educational Support Personnel 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. Educational Support Personnel 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 Educational Support Personnel shall be evaluated by instruments as identified in Appendix B 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 Educational Support Personnel.
- (b) Paraprofessional: Dependability and Reliability, Tasks, Attitude and Personal qualities.
- (c) Administrative Assistant: Position Responsibilities
- (d) Technology Coordinator:

Evaluation instruments are provided for each Educational Support Personnel 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
- (g) Technology Coordinator

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 the 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 with access to 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 paraprofessional performance evaluation and final evaluation score sheet 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.

## Section III- Timeline of Evaluation Process

1. On institute day the employee will receive notice of the beginning of the evaluation cycle and/or notice of the year during which the formal observation will be conducted. This packet will include a letter stating the above and the website address link to the evaluation plan, evaluation tools with rubrics and the evaluation guide.

Administration will be available to answer questions on Institute day about rubrics and tools.

2. A Pre-Evaluation conference will be scheduled during the year. During this conference the employee is encouraged to ask questions regarding his/her job description, the evaluation process or the required forms. The evaluator will review the appropriate evaluation tool and rubric with the employee. A pre-conference form will be available for the employee to provide information that they feel is pertinent to the evaluation.
3. Formal Observation(s) will be scheduled with the employee throughout the year.
4. Informal observation data will be gathered throughout the year.
5. The employee will receive a copy of the observation data no later than ten (10) working days following the observation (formal or informal).
6. A post-conference will be held no later than twenty (20) working days following the formal observation.
7. Employees will receive summative evaluation rating electronically no later than twenty (20) working days following the Post Conference.



## Section IV: Explanation of the Forms

### **Notification of Evaluation**

The employee will receive a formal written notification of evaluation. This notification will indicate what year of the evaluation cycle the employee is in.

### **Pre-observation Input Form (Optional)**

The pre-observation input form may be used by the employee to provide information that the employee feels is pertinent to the formal observation. The form is to be submitted to the appropriate evaluator no later than two (2) days prior to the formal observation. The form will be located on the SESE website. [www.sese.org](http://www.sese.org)

## Section V: Scoring

Each item is rated as satisfactory or unsatisfactory. The rating of satisfactory is given a numerical value of 2 and the rating of unsatisfactory is given a numerical value of 1. All items will be averaged together to generate a summative rating numerical value. A summative rating numerical rating of 1.7 or above will receive a satisfactory rating. A summative rating numerical rating of 1.6 or below will receive an unsatisfactory rating.