

## *Mid-Valley Special Education Cooperative*

# Special Education Secretary/Administrative Assistant Evaluation Procedures and Timelines

### **1. Purpose**

Evaluations are based on the secretary and administrative assistant job descriptions. Evaluations are recorded on the Special Education Secretary/Administrative Assistant Evaluation Form. The purpose of the evaluation is:

- A. to improve employee skills and performance;
- B. to identify employee strengths and weaknesses;
- C. to determine whether secretaries and administrative assistants meet MVSEC's standards for competency in their performance, and
- D. to determine employment status.

### **2. Probationary Employees**

Prior to completion of the 60 work day probationary period, one (1) observation will be conducted by the probationary employee's supervising administrator. The administrator will complete a New Employee Probation Summary Form which denotes (a) continued employment, (b) extended probationary period, or (c) termination. A copy of the completed form will be provided to the employee, the Association, and will be placed in the employee's personnel file.

### **3. Continuing Employment**

After the probationary period, secretaries and administrative assistants will be evaluated at least yearly for the first three (3) years of employment. Thereafter, evaluations will be conducted as needed, at least once every three (3) years. Evaluations may be conducted more frequently if needed, as determined by the administrator. Evaluations will be conducted by supervisory personnel and will include at least one (1) personal observation by the administrator, no later than May 15 for school-term employees and no later than June 15 for 12-month employees.

### **4. Evaluator Responsibilities**

During the evaluation process, the evaluator may seek input from other administrators who have knowledge of the secretary or administrative assistant's performance. The evaluator must have personal knowledge of the performance of the secretary/administrative assistant. The evaluation will be shared with the secretary/administrative assistant by the supervisor in a face-to-face meeting.

## **5. Observations**

Observations may be conducted at any time, across all settings, and may be announced or unannounced.

## **6. Staff Dialogue Form**

The Staff Dialogue Form is to be used to document discussions regarding a secretary or administrative assistant's performance. This form is intended to facilitate feedback and discussion for the purpose of notifying the staff member of performance concerns and offering suggestions for improvement. It may also highlight areas of particular strength. The Staff Dialogue form is signed by the staff member and the administrator after review. The staff member's signature indicates that the form has been seen and discussed. These forms will not be filed in the staff member's personnel file.

## **7. Disagreement with Evaluation Results**

If a secretary or administrative assistant disagrees with the results of their evaluation, they are encouraged to discuss their concerns with the evaluator. Staff members may file a written rebuttal to the evaluation within 10 working days of the face-to-face evaluation meeting. Written rebuttals are to be given to the MVSEC Human Resources Department, and will be placed in the staff member's personnel file.

## **8. Forms and Filing**

Completed Special Education Secretary/Administrative Assistant Evaluation Forms are to be signed by both the evaluator and the staff member after the evaluator has presented the evaluation in the face-to-face meeting. The staff member's signature does not indicate agreement with the evaluation results, but does indicate that the content of the evaluation has been seen and discussed with the evaluator. A copy of the completed form will be given to the staff member, and the original form will be placed in the staff member's personnel file.

Copies of the Special Education Secretary/Administrative Assistant Evaluation form and the Staff Dialogue form are available under the Human Resources tab on the MVSEC website ([www.MVSE.org](http://www.MVSE.org)).