

ORLEANS CENTRAL SUPERVISORY UNION  
Para-educator  
Evaluation Process

1. For the school year 2014-2015 (ALL support staff, and in ensuing school years, any new support staff employee) - should receive a blank Evaluation Form no later than September 1<sup>st</sup>. This is the responsibility of the building principal or designee.
2. Evaluations should be based on support staff's job expectations with the intent of leading toward professional growth.
3. The Director of Special Services, in collaboration with building principal(s), is responsible for evaluations of special education paraprofessionals. Feedback may be solicited from special educators, SLP-CCC, and/or other professional staff.
4. Building principals or designees are responsible for evaluations of all other support staff. Feedback may be solicited from other professional staff.
5. Evaluations of ALL support staff must be completed by April 1<sup>st</sup> of each school year.
6. Ensure that all original evaluations are placed in the employee's Master personnel file at Central Office.

Process:

The same guidelines used in the *EMPLOYEE EVALUATION* section of the negotiated agreement will be used for all staff to ensure consistency.

10.1

All monitoring, observation or evaluation of the work performance of an employee shall be conducted openly each year. Eavesdropping by any means or devices shall be strictly prohibited.

10.2

An employee will receive a copy of any current written evaluation report and have the opportunity to have a conference to discuss same if such conference is requested. An employee will also have the right to amend written comments to any evaluation report, if desired and agreed to by both parties.

10.3

An employee shall receive a copy of any derogatory material prior to such material being placed in their personnel file, and may exercise the rights provided for in Section 10.2 above.

(developed 8/13/14)  
(updated 8/17/16)