

Mid-Valley Special Education Cooperative

**Special Education Teaching Assistant Evaluation
Procedures and Timelines
8/20/2012**

1. Purpose

Evaluations are based on the teaching assistant job description. Evaluations are recorded on the Special Education Teaching 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 teaching 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 program coordinator/principal. The principal/coordinator 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, teaching 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 supervisor. Evaluations will be conducted by supervisory personnel and will include at least one (1) personal observation by the principal/program coordinator, no later than May 15.

4. Evaluator Responsibilities

During the evaluation process, the evaluator may seek input from other educators who have knowledge of the teaching assistant's performance. The evaluator must have personal knowledge of the performance of the teaching assistant. The evaluation will be shared with the teaching 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 Teaching Assistant Evaluation Staff Dialogue Form is to be used to document discussions regarding a teaching assistant's performance. This form is intended to facilitate feedback and discussion for the purpose of notifying the teaching assistant of performance concerns and offering suggestions for improvement. It may also highlight areas of particular strength. The Staff Dialogue form is signed by the teaching assistant and the evaluator after review. The teaching assistant'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 teaching assistant disagrees with the results of their evaluation, they are encouraged to discuss their concerns with the evaluator. Teaching assistants 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 teaching assistant's personnel file.

8. Forms and Filing

Completed Special Education Teaching Assistant Evaluation Forms are to be signed by both the evaluator and the teaching assistant after the evaluator has presented the evaluation in the face-to-face meeting. The teaching assistant'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 teaching assistant, and the original form will be placed in the teaching assistant's personnel file.

Copies of the Special Education Teaching Assistant Evaluation form and the Teaching Assistant Evaluation Dialogue form are available under the Human Resources tab on the MVSEC website (www.MVSE.org).