

BARNSTABLE PUBLIC SCHOOL DISTRICT  
**ADMINISTRATIVE ASSISTANT AND FAMILY  
LIAISON EVALUATION PROCESS**

Procedures, Process and Timelines

**All Procedures, Process and Timelines are to comply with Article 19 (Evaluation) of the Collective Bargaining Agreement. Where there may be a conflict, the CBA language will control.**

**Standards and Ratings**

**Exemplary:** Consistently exceeds fulfillment of the Standard as outlined by the indicators. This rating indicates the evaluator judges the employee's work within the Standard as a model/exemplar.

**Proficient:** Consistently fulfills the work of the Standard as outlined by the indicators.

**Needs Improvement:** Partially fulfills the work of the Standard as outlined by the indicators.

**Unsatisfactory:** Does not fulfill the work of the Standard as outlined by the indicators.

**Not Applicable:** Category does not apply to the employee's job description or work performance.

The Employer and Employee agree that all Administrative Assistants will start with a Proficient Rating at the beginning of each year (unless on an improvement plan.) Each evaluator will determine a rating based on the Standards outlined above based on their professional judgment, observations, and input from others (where appropriate). The evaluator may seek input from co-workers, staff and mentors who have professional dealings with the employee.

Where an employee is deemed to have a rating below proficient or an exemplary performance, the evaluator will provide a brief explanation with evidence for this performance rating.

If a rating of Unsatisfactory or Needs Improvement is assessed, the evaluator will provide along with their rationale, suggestions for next steps towards improvement and job compliance.

Where the Standard is met with a rating of Proficient Performance, no explanation is required.

**Process**

**Notification:** Each year the building Principal shall notify each member of the Administrative Assistant's unit in writing of who their individual supervisor and evaluator will be. This notification will be provided no later than

October 1st of each school year. Each employee will be given a copy of the evaluation tool at the time of written notification from their evaluator.

For those individuals who start the school year after October 1st, they shall receive written notification of their supervisor/evaluator within fifteen (15) school days of their start date.

### **Observations and Meetings:**

For new District employees or individuals new to a position within the District, the evaluator shall conduct an in-person meeting no later than December 31st or at any other time they feel necessary to check-in on the employee and their progress in their new position.

Between April 1st and April 15th of each school year, the evaluator will schedule and meet with each employee to go over the Evaluation Tool and receive evidence from the employee.

The final evaluation write-up will be shared with the staff member within 5 school days of the April meeting. The employee will have five school days from the receipt of the final evaluation to request a follow up meeting if necessary.

It is recommended that each employee completes a self-assessment and presents the same to the evaluator three school days before the scheduled April meeting to complete the evaluation.

### **Recommendations:**

If an evaluator is observing an employee struggling with new assignments, technology or other job responsibilities, it is recommended that the evaluator conduct a meeting with the employee in order to determine if support or training measures are necessary. Any feedback shall be provided in writing to the employee.

If there is a complaint from staff, parent or student, which will be used adversely against the employee, the complainant shall be identified and the employee will be given an opportunity to present their side of the events. This meeting will occur as soon as reasonably possible.

### **Communications**

It is acceptable for the parties to communicate about scheduling and notifications in writing via email or written correspondence. All meetings shall be in person at a mutually agreed upon location.

### **Pilot Program**

The parties agree that the evaluation document and process will be initiated during the 2023-2024 school year. The AA Evaluation Committee will accept comments and input from staff and administration up to June 15th, 2024 and subsequently meet to determine if any changes need to be made.

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