

# NCKSEC Paraeducator Evaluation

January 2018



## Purpose

- Meaningful feedback
  - Meeting expectations
  - Not meeting expectations
- Enhancement of communication
- Promote quality and consistency in the educational system



## Process

- Beginning January 2018, one evaluation this school year
- Paraeducator will complete the self-evaluation (same as the supervisor evaluation)
- Supervisor completes the evaluation
- Both para and supervisor determine a time to review the evaluation



- Comments may be included
- Supervisor and para sign and date
- Principal signs and dates
- A copy is given to the para and the principal
- The original is sent to the NCKSEC office and added to the para personnel file



## Timeline

- Beginning January 2018, one evaluation will be completed by April 15, 2018
- Supervising teachers have the prerogative to evaluate the para more often than what is required



- Beginning 2018-19 school year, paras will be evaluated:
  - 20 inservice hours required—twice a year (November 15<sup>th</sup> & April 15<sup>th</sup>)
  - 10 inservice hours required—once a year (April 15<sup>th</sup>)
  - Hired midyear—determined by hiring date (once after 30 school days or student contact days; and the second as the April 15<sup>th</sup>)

## Additional Comments

- Supervising teachers should contact the regular classroom teachers
- The principal may sit in on the review of the evaluation
- If the para feels that the evaluation is incomplete, inaccurate, or unfair, they may respond in writing within two weeks after signing
- Evaluation kept in NCKSEC administrative files
- Open to inspection by para during normal business hours



## Contact Information

Wes Topel [wtopel@ncksec.net](mailto:wtopel@ncksec.net)

Deb Reha [dreha@ncksec.net](mailto:dreha@ncksec.net)