

MEMORANDUM

September 5, 2012

TO: Members of the MVSEC Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Revised Teaching Assistant Evaluation Plan

In the 2010-11 school year, Mid-Valley Special Education Cooperative (MVSEC) officially separated from Community Unit School District 303, St. Charles. Until this time, the teaching assistant evaluation process followed the procedures developed in District 303. The plan presented to staff on opening day is one that is designed to meet the needs of the teaching assistants who work for.

A committee was formed in the spring of 2012 to review to customize the evaluation plan to the needs of MVSEC. The work is based on a the newly revised job descriptions. Our goal is excellence in the educational environment for all staff members.

We are pleased to present the revisions of the evaluation system. Highlights include:

- Clarification of teaching assistant expectations in three major areas: Instruction, Interpersonal Relationships/Communication, and Professional Responsibilities
- Performance ratings in each of these major areas: Unsatisfactory, Needs Improvement, Proficient, Superior
- The allowance of input from additional administrators
- A section that specifies the recommendation for further employment
- A Dialogue Form that will assist in the written communication aspects of performance evaluation throughout the school year

Thanks to the following committee members who dedicated many hours to these revisions:

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| Joy Schurz | Diane Berg | Judy Boer | Lindsey Higgins |
| Sarah McCafferty | Tim Stoudt | Melissa Jackson | Linda Koch |

A copy of the Teaching Assistant Evaluation Plan will be available for the Board to review at the regular meeting.