
Annual Evaluation of Paraprofessionals, Secretaries and Nurses Work Instruction (PER-W003)

Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Human Resources Department processes annual evaluations for all paraprofessionals, secretaries and nurses in the Milford Public School District.

The on-line version of this work instruction is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

Approved Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 Before the end of December the Human Resources Department will send a memo about evaluation forms for paraprofessionals (who have been in a school **more** than a full school year) to the principals of all schools.
- 5.2 The first week of April the Human Resources Department will send a memo about evaluation forms for paraprofessionals (who have been in a school **less** than a full school year), secretaries and nurses to the principals of all schools and to central office administrators who have secretaries.
- 5.3 Using the AS-400 database, a report is run to see how many paras and secretaries are at each location. At high and middle schools there are two nurses and at elementary schools there is one.
- 5.4 All school principals and central office administrators will conduct an evaluation with each staff member, having the employee sign off prior to forwarding back to the Human Resources Office.
 - 5.4.1 Principals and administrators are given to the first week of May to return the annual evaluations for secretaries and nurses.
 - 5.4.2 Principals are given to the third week of February to return the annual evaluations for paraprofessionals who have been in a school **more** than a full school year.
 - 5.4.3 Principals are given to the last week of May to return the annual evaluations for paraprofessionals who have been in a school **less** than a full school year.
- 5.5 Human Resources uses the AS-400 database report to check off which evaluations have been returned.
 - 5.5.1 Returned annual evaluation forms are date stamped when they have been received.
 - 5.5.2 If evaluations are not returned by the requested date, e-mails and phone calls are made as reminders to principals and administrators.

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5.6 The Director of Human Resources reviews and initials the annual evaluation.

5.6.1 Green annual evaluations forms for nurses are copied and forwarded to the City Health Department, Nursing Supervisor.

5.7 The Annual Evaluations are filed in the employee's Human Resources file.

5.7.1 Nurse evaluations are filed in the Nurse Evaluation file for each school year.

6.0 ASSOCIATED DOCUMENTS:

6.1 AS-400 database report

6.2 Paraprofessional Evaluation – PER-F023

6.3 Secretarial Evaluation – PER-F024

6.4 School Nurse Evaluation – PER-F028

6.5 Memo Annual Evaluation of Secretaries – PER-F029

6.6 Memo to Principals/Annual Reviews – PER-F030

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed evaluations forms	In Human Resources files	99 years	Discard as desired	Locked office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
01/11/2005	B	Adjust/add/delete wording within 5.0 to accommodate changes to the paraprofessional evaluations.
01/27/2005	C	Adjust wording in 5.0/add PER-F030 to 6.0

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