

## **Part-Time Classified Assistant Evaluations Guideline**

### **Introduction**

Program changes, enrollment decreases, reduction in revenues, or other unforeseen circumstances may impact the number of part time assistant positions available for employment from year-to-year.

Individuals are hired to fill specific job requirements and may be considered for placement changes within the school or district on the basis of skill level and program needs. School or department needs and employee performance should be used to determine who is to remain, if a decision must be made, between two or more employees available for the same position.

**All forms are available on the AdminOnly website under the “Classified” section or on the Secretary Connections website.**

### **Instructions for Authorized Evaluators**

1. It is optional to complete a performance evaluation for part-time assistants. If the administrator elects to complete the evaluation, the "Assistants – Employment Review/Status" form is available on the “AdminOnly” and “SecretaryConnections” webpage.

After completing the evaluation and meeting with the employee, complete the following steps:

- a. Have the employee sign the review form, provide the employee with a copy and notify them of their employment status. Retain the original at the school/department.
  - i. If the employee is resigning - send a copy of the review form to HR. The employee must complete an online resignation form in Employee Access.
  - ii. If the employee is being displaced - send a copy of the review form to HR. Available positions within the District may be viewed at [www.workatjordan.org/apply](http://www.workatjordan.org/apply).
  - iii. If the employee will be reassigned to a new position – Retain a copy of the review form in your school file. Complete an online change form. Online change forms can be found in Employee Access under Task Manager.
  - iv. If the employee is remaining in the position – Retain a copy of the review form in your school file.

An employee who no longer has a position at your school/department at the end of the school year may submit an online application through Skyward Employee Access. Assistants who are rehired may be granted full credit on the salary schedule for previous Jordan District work experience if they are rehired within six months in accordance with DP307 *Staff Selection, Promotion and Salary Placement-Classified*. It is imperative that reference checks be completed by contacting the prior school to ensure the employee is eligible to be hired.

Thank you for your assistance. Please call if you have any questions regarding this process.