

AGREEMENT

BETWEEN

THE NORTH READING SCHOOL COMMITTEE

AND

THE NORTH READING ADMINISTRATIVE ASSISTANTS'
ASSOCIATION

July 1, 2023 – June 30, 2026

Table of Contents

AGREEMENT	2
PREAMBLE	2
ARTICLE I - RECOGNITION	2
ARTICLE II - GRIEVANCE AND ARBITRATION PROCEDURE	3
ARTICLE III - HOURS	5
ARTICLE IV - HOLIDAYS	5
ARTICLE V - VACATION	5
ARTICLE VI - SCHOOL CANCELLATION	6
ARTICLE VII - SICK LEAVE	6
ARTICLE VIII - FAMILY MEDICAL LEAVE (FMLA)	7
ARTICLE IX - EXTENDED MATERNITY/PARENTAL/ADOPTIVE LEAVE (MPLA)	8
ARTICLE X - PERSONAL LEAVE	8
ARTICLE XI - BEREAVEMENT LEAVE	9
ARTICLE XII - INSURANCE	9
ARTICLE XIII - COMPENSATION	9
ARTICLE XIV - EVALUATION	10
ARTICLE XV - DURATION	12
APPENDIX A - SALARY SCHEDULE	13
APPENDIX B - JOB DESCRIPTION	14
APPENDIX C - EVALUATION FORM	15
APPENDIX D - IMPROVEMENT PLAN FORM	18

AGREEMENT

This Agreement is entered into by the North Reading School Committee (the Committee) and the North Reading Administrative Assistants' Association (the Association) for the purpose of continuing the harmonious relations between the School Committee and the Administrative Assistants and the establishment of wages, hours, and other conditions of employment.

PREAMBLE

It is the intention and the purpose of the parties hereto that this AGREEMENT provides an orderly collective bargaining relationship between the Committee and the Association, the establishment of an equitable and peaceful procedure for the solution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

It is recognized that in addition to other functions and responsibilities, the Committee has and will retain the sole right and responsibility to direct the operations of the employees and in this connection to determine the reasonable methods, processes, and type of work to be performed; the schedule of shifts and hours of work; and to select, hire, and demote employees, including the right to make and apply reasonable rules and regulations of discipline, efficiency, and safety.

The Employer shall also have the right and responsibility to discharge or otherwise discipline any employee, to promote and transfer, to lay off because of lack of work, or other cause unless otherwise hereinafter provided.

Employees covered by the AGREEMENT shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join, and assist employer organizations, or to refrain from such activity; to hold office and/or participate in the management of the Union; and to engage in other lawful Union and concerted activities.

There shall be no solicitation of employees for Union membership or dues conducted upon the premises during working hours by the Union.

Neither the Employer nor the Union will discriminate against any employee covered by this AGREEMENT or applicant for employment because of race, color, national origin, religion, sex, gender identity, age, disability, sexual orientation, political belief, or union activity.

ARTICLE I

RECOGNITION

The Committee recognizes the Association as the sole and exclusive collective bargaining representative for wages, hours, and working conditions for all regular, full-time and part-time secretarial employees of the Committee. As of July 1, 2020 the Committee recognizes the change in the name of this association to The North Reading Administrative Assistants' Association. This change represents a change in name only and does not imply any additional benefits or compensation herein.

ARTICLE II

GRIEVANCE AND ARBITRATION PROCEDURE

Grievance Procedure: It is the declared objective of the parties to encourage prompt resolution of grievances. The parties recognize the importance of prompt and equitable disposition of any grievances at the lowest organization level possible. An employee shall have the right to present a grievance and have it promptly considered on its merits.

Definition: A grievance is a claim based upon an event or condition that alleges a violation, misinterpretation or misapplication of the provisions of this AGREEMENT. The term "grievance" shall not apply to any matter concerning which the Committee has no authority.

Step 1: An employee and/or Association representative shall present a grievance to the employee's immediate supervisor within five (5) days after the act or condition which is the basis of the complaint occurred. The employee and the Supervisor shall confer on the grievance with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, an employee may present a grievance personally, or he may be represented by an Association representative. The Supervisor shall communicate his decision to the aggrieved employee(s) within five (5) days after receiving the complaint.

Step 2: If the grievance is not resolved by Step 1, the aggrieved employee or the Association may appeal by forwarding the grievance, in writing, to the Superintendent of Schools within five (5) days after he has received the Step 1 decision. The appeal shall include:

- (a) Name and position of grievant
- (b) A statement of the grievance and the facts involved
- (c) The corrective action requested
- (d) Name of Association representative at Step 1, if any
- (e) Signature(s) of grievant(s) or Association representative.

The Superintendent of Schools will arrange for a meeting with the aggrieved employee and his Association representative, if any. The aggrieved employee shall be present at the conference, except that he need not attend where it is mutually agreed that no facts are in dispute and that the sole question before the Superintendent of Schools is one interpretation of a provision of the AGREEMENT. The Superintendent of Schools shall issue his decision on the grievance as soon as possible, but not later than ten (10) days after receipt of the appeal.

Step 3: If the grievance is not resolved by Step 2, the aggrieved employee of the Association may appeal by forwarding the appeal in writing to the School Committee within three (3) days after receiving the Step 2 decision. The School Committee shall issue a decision on the

grievance as soon as possible, but no later than thirty (30) days after the receipt of the appeal or by the next regularly scheduled meeting, whichever is later.

Arbitration: A grievance which was not resolved at Step 3 under the grievance procedure may be referred to arbitration by the Association. The notice shall be filed within thirty (30) days after denial of the grievance at Step 3. It is understood and agreed that no grievance, dispute, misunderstanding or difference between the parties arising out of events which occurred prior to the execution of the AGREEMENT shall be submitted to arbitration under the provisions of this AGREEMENT.

It is further understood and agreed that no matters relating to the power and authority exclusively vested in the Employer by statute or law shall be submitted to arbitration.

The decision of the arbitrator shall be supported by substantial evidence on the record as a whole, and shall be final and conclusive and binding upon all employees, the Committee and the Association. The arbitrator shall have no power to add to or subtract from or modify in any way the terms of this AGREEMENT; nor shall the arbitrator have jurisdiction in any case submitted to arbitration to effect in any way, directly or indirectly, by a decision or in any other manner, the right and responsibility of the Employer to direct its employees; the shift schedules and hours of work; the rules and regulations to be made or applied for discipline.

The party referring a grievance to arbitration shall have the obligation of going forward with its case before the other party shall be required to present its case or adduce any testimony.

It is agreed that during the term of this AGREEMENT the arbitrator to whom the grievance shall be referred for a decision shall be selected by the Committee and the Association. If the parties fail to select an arbitrator, the grievance shall be presented to the American Arbitration Association for disposition. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding.

The arbitrator shall issue his written decision not later than thirty (30) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be final.

The Committee agrees that it will apply to all substantially similar situations, the decision of an arbitrator sustaining a grievance, and the Association agrees that it will not bring or continue, and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of an arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.

No employee shall be paid for attendance at any arbitration or grievance procedure.

ARTICLE III

HOURS

The work day will be 7.75 hours with 20 minutes paid lunch time and 15 minutes break in the a.m. During days when school is not in session (e.g., Christmas, winter, spring, and summer vacations) a 6.75 hour day is worked with the same lunch and break times.

ARTICLE IV

HOLIDAYS

Regular full-time employees will be granted the following holidays with pay provided the employee is on pay status on the last scheduled day prior to the holiday and first scheduled day after the holiday:

Labor Day	Day before New Year's
Columbus Day	New Year's Day
Veterans' Day	Martin Luther King Day
Afternoon before Thanksgiving	Presidents' Day
Thanksgiving Day	Patriots' Day
Day after Thanksgiving Day	Memorial Day
Christmas Eve Day	Juneteenth
Christmas Day	Independence Day

ARTICLE V

VACATION

1. Employees will be eligible for vacation based on their completed years of continuous service in North Reading Public Schools. Vacation days are awarded on July 1. If an employee's anniversary date of hire is after July 1, the number of vacation days is prorated each time the employee enters into a new "years of service" category. On the following July 1 the full complement of vacation days are awarded.

2. Full-year employees will be eligible for the following vacation:

<u>Years of Service</u>	<u>Vacation</u>
After 6 months and up to 1 year	5 days
After 1 year and up to 3 years	10 days
After 3 years and up to 7 years	15 days
After 7 years and up to 15 years	20 days
After 15 years	25 days

3. Forty-six (46) week employees will be eligible for the following vacation:

<u>Years of Service</u>	<u>Vacation</u>
6 months to 1 year	5 days
1+ years to 5 years	10 days
5+ years to 10 years	13 days
10+ years to 15 years	17 days
Over 15 years	20 days

For 52 week employees, vacation time for all Administrative Assistants should- be taken during the summer, during school vacation weeks, and before June 30, to the extent that time is available. Remaining time may be taken on school days-with the prior approval of the school principal. In the event that there are unused vacation days on June 30, up to five (5) vacation days may be rolled over into the next fiscal year and must be used prior to August 31st (and ideally prior to July 31st.)

For 46 week employees, in the event that vacation days cannot be taken within the 46 week work year, salary in lieu of up to seven (7) days may be requested. A written request for payment of unused vacation days must be made by the employee to the Assistant Superintendent of Finance and Operations prior to June 1 in the given year. The payment will be made to the employee by the end of the given fiscal year (June 30). Failure to provide written request for payment of unused vacation days by the stated deadline will result in forfeiture of the payment to the employee except in the case of an extenuating circumstance as determined by the Superintendent of Schools.

ARTICLE VI

SCHOOL CANCELLATION

On the first day of school cancellation, administrative assistants need not report. Principals will notify administrative assistants regarding any days after the first day. Administrative Assistants will be paid for these days.

ARTICLE VII

SICK LEAVE

1. Employees hired before July 1, 2011 shall accrue sick leave on the following basis:

- a. 46 week employees will receive 12 days per year,
- b. 52 week employees will receive 15 days per year.
- c. Unused sick leave will be carried over from year to year without limitation.

2. Employees hired on or after July 1, 2011 shall accrue sick leave on the following basis:

- a. 46 week employees will receive 10 days per year,
- b. 52 week employees will receive 12 days per year.
- c. Unused sick leave shall accumulate up to a maximum total of two hundred thirty-five (235) days.

3. The Superintendent of Schools or his designee may require the employee to furnish a doctor's statement to substantiate a claim for sick leave.

4. Upon formal retirement from North Reading Public Schools, regular full-time employees hired before July 1, 2011 shall be eligible to receive a sum equal to 33% of their per diem salary for all unused sick leave accrued during service in the school department. In order to receive distribution in July, an employee must inform the Superintendent of Schools by February 1 of the employee's intention to retire. If retirement notification is received after February 1, distribution will be made the following July. If exigent circumstances exist, the employee may petition the Superintendent of Schools for a waiver. This provision will not apply to any employee who is terminated for any reason other than formal retirement. In the event of death, a sum equal to 33% of the employee's per diem salary for all unused sick leave accrued during service in the School Department will be payable to the employee's designee.

5. Employees hired on or after July 1, 2011 will not be eligible for sick leave buy back.

6. In addition to personal illness or injury, five (5) of an administrative assistant's sick leave days may be utilized for family illness.

ARTICLE VIII

FAMILY MEDICAL LEAVE (FMLA)

An employee with at least twelve (12) months of employment or 1,250 hours of service within a year and who has a qualifying personal or family illness or other qualifying circumstance may apply for an unpaid leave under the Family Medical Leave Act (FMLA) by notifying the Superintendent in writing. The Superintendent will respond in writing to the employee within five (5) work days with notice of applicable requirements, such as a physician's certification. The leave year is on a twelve (12) month basis which will be calculated forward from the starting date of the FMLA Leave. The unpaid leave is up to a maximum of twelve (12) weeks within a twelve (12) month period, including leave taken on an intermittent rather than consecutive basis when such an arrangement is certified to be medically necessary. The cumulative amount of leave during a twelve (12) month period is twelve weeks, with an exception of possible eligibility for an extended leave to care for a seriously ill or injured armed service member, or for other specific qualifying family circumstances related to military deployment.

An employee may request to apply available paid sick leave for that part of an unpaid FMLA leave where a paid leave is allowed under a specific provision of this Agreement. Under this Section of this Agreement, an employee may request to apply up to a maximum of five (5) paid sick days

during an unpaid FMLA leave for the care of a seriously ill or disabled immediate family member conditioned upon submission of a physician's certification. Under this Section of this Agreement, an employee may request to apply up to a maximum of ten (10) consecutive paid sick days beginning immediately following the birth of a child, or the adoption/foster care placement during an unpaid FMLA leave. Any leave taken under another provision of this Agreement under circumstances which would qualify for leave under the FMLA, will be counted toward the twelve (12) weeks of leave available under the FMLA.

Nothing in this section of this Agreement is intended to limit an employee's benefits under the Family Medical Leave Act, nor is intended to expand benefits under the FMLA, except as stated in this Section or under another provision of this Agreement.

ARTICLE IX

EXTENDED MATERNITY/PARENTAL/ADOPTIVE LEAVE (MPLA)

An employee who does not have sufficient time of service to be eligible for a Family and Medical Leave may apply in writing to the Superintendent for an unpaid leave under the Massachusetts Parental Leave Act ("MPLA") as long as she/he has been employed for at least ninety consecutive (90) calendar days. She/he may take a leave for the period close in time to preparing for and giving birth; or caring for a newborn or a newly-adopted/or foster child under 18 or a child under 23 with mental or physical disabilities. Under this Section of this Agreement, the unpaid MPLA leave is up to a maximum of twelve (12) weeks. An employee who has sufficient time of service for an FMLA Leave may nonetheless apply in writing to the Superintendent under this Section and the leave will be counted toward the twelve (12) weeks of maximum available leave under the FMLA. Under this Section of this Agreement, an employee is eligible to apply for up to ten (10) consecutive days of available paid sick leave beginning immediately following the birth of a child or the adoption/foster placement during an unpaid MPLA leave. However, an employee applying for leave under this Section may also request to apply for additional available paid sick leave for any period during this leave of her own disability, and her medical or related physical needs related to childbirth. The Superintendent will respond in writing with notice of applicable requirements, such as a physician's certification.

Nothing in this Section of this Agreement is intended to restrict an employee's benefits under the Massachusetts Parental Leave Act, nor is intended to expand the benefits under the MPLA, except as stated in this Section of this Agreement or under another provision of this Agreement.

ARTICLE X

PERSONAL LEAVE

Employees may take up to three (3) personal leave days per year for imperative legal business, household, or family matters which could not be conducted effectively outside of regular work hours. Advance request (no less than twenty-four (24) hours) is required in writing, and prior permission must be received from the Superintendent or his designee. Approved personal days will not be deducted from sick leave or vacation.

ARTICLE XI

BEREAVEMENT LEAVE

Administrative Assistants will be entitled to up to five (5) days' paid leave in the event of the death of a spouse, child, parent, sibling, parent-in-law, or other member of the immediate household. Administrative Assistants will be granted up to three (3) days' paid leave in the event of the death of other relatives: grandfather, grandmother, uncle, aunt, niece, nephew, or in-law.

ARTICLE XII

INSURANCE

1. Employees will be eligible to participate in any group life and/or health insurance plan offered by the Town of North Reading. Those who elect to participate will receive the premium contribution established by the Town. Current premiums are paid seventy percent (70%) by the Town and thirty (30%) by the employee.
2. Workers Compensation: The Town will provide coverage for any benefits an employee is entitled to receive as a result of an on the job injury.

ARTICLE XIII

COMPENSATION

1. Salary Schedules: The salary schedule applicable to employees covered by this AGREEMENT is set forth in APPENDIX A. Employees will be compensated at a salary level not less than the rate of pay which corresponds to their year of experience.
2. Placement: Years of service will be calculated based on an employee's continuous service as an employee of the Committee in a position covered by this agreement, or at the discretion of the Superintendent.
3. Professional Development: Employees will receive a salary increase for each six (6) authorized college or in-service credits as follows: \$275 for 6 credits up to a maximum of \$2,200 for 48 credits. Employees are encouraged to seek out professional development opportunities outside of the work day. Every effort will be made to identify professional development opportunities during early release days and on days during the summer months.

All courses must be preapproved by the Superintendent or her designee in order to be used for credit under this provision.

4. Longevity: An annual longevity payment will be paid based upon completion of the indicated number of years of service in the North Reading Public Schools:

After 5 years	\$ 900
After 10 years	\$1,200
After 15 years	\$1,500
After 20 years	\$1,800
After 25 years	\$2,100

This payment will be made separately from the employee's weekly check.

For employees hired on or after July 1, 2017 there is no Longevity benefit.

ARTICLE XIV

EVALUATION

A formal, written evaluation will be completed annually by the primary evaluator (principal or designated supervisory administrator). The evaluation form is included in the collective bargaining agreement as Appendix C.

It is understood that the primary evaluator may obtain feedback about job performance from other administrators or staff who have direct knowledge of the administrative assistant's work. In those cases where feedback is obtained from other than the primary evaluator, such feedback will be so noted.

The final written evaluation will be completed by the primary evaluator using the Administrative Assistant's Evaluation Form. All administrative assistants will be evaluated annually and receive a written evaluation by June 30. The primary evaluator will meet with each administrative assistant to review the final evaluation. The evaluation will be signed by both the primary evaluator and the administrative assistant. The administrative assistant's signature does not mean he/she agrees with the content of the evaluation. The administrative assistant may, at his/her discretion, attach a written statement within ten (10) days of receipt of the evaluation.

The signed annual evaluation, along with any attachments written and signed by the administrative assistant, will be filed in the administrative assistant's personnel folder in the Superintendent's Office.

Improvement Plans

An Administrative Assistant who is rated Below Expectations or Unsatisfactory in one or more areas may be placed on an improvement plan.

The duration of Improvement Plans will be no fewer than thirty (30) school days and no more than one (1) school year. Improvement Plans may extend into the following school year. Improvement Plans shall be drafted in accordance with Appendix D (Improvement Plan Form).

Improvement Plans shall include:

1. Define the improvement goals directly related to the performance indicator(s) that must be improved;
2. Describe the activities and/or work products the Employee must complete as a means of improving performance;
3. Describe the assistance/resources, be it financial or otherwise, that the district will make available to the Employee;
4. Articulate the measurable outcomes that will be accepted as evidence of improvement;
5. Detail the timeline for completion of each component of the Plan;
6. Include the signatures of the Employee and Evaluator.

Employees shall be observed at least one (1) time during each forty five (45) school day period of their Improvement Plan by their Primary Evaluator.

At the conclusion of the Improvement Plan, the Evaluator shall convene an Evaluation Meeting with the Employee. During the Evaluation Meeting, the Evaluator shall provide the Employee with a written evaluation in accordance with Appendix C. The Administrative Assistant shall be informed of his or her evaluation rating (Outstanding, Exceeds Expectations, Meets Expectations, Below Expectations, Unsatisfactory).

If the Employee receives a rating of Outstanding, Exceeds Expectations, or Meets Expectations, the Employee shall have his or her rating upgraded in the personnel file.

If the Employee receives a rating of Below Expectations or Unsatisfactory the Evaluator shall make a recommendation to the Superintendent to extend the Improvement Plan or to terminate the Employee.

ARTICLE XV

DURATION

This AGREEMENT shall be in effect from July 1, 2023 and remain in effect until June 30, 2026.

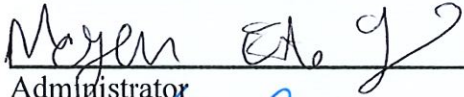
IN WITNESS WHEREOF, the parties to this AGREEMENT have caused these presents to be executed by their duly authorized representatives this 7th day of April, 2023.

NORTH READING
SCHOOL COMMITTEE

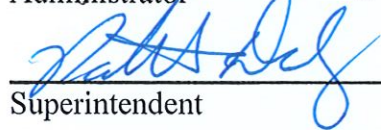


School Committee Representative

Assistant Superintendent

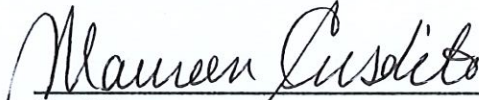


Administrator



Superintendent

NORTH READING ADMINISTRATIVE
ASSISTANTS' ASSOCIATION



Staff Representative



Staff Representative



Staff Representative



Staff Representative

APPENDIX A

ADMINISTRATIVE ASSISTANTS SALARY SCHEDULE

The following salary schedule reflects the addition of a new Step 10, the elimination of Steps 1 and 2, and the renumbering of the steps 1-8.

Hourly Rate	2.00% FY23 7/1/22-6/30/23	2.00% FY24 7/1/23-6/30/24	2.50% FY25 7/1/24-6/30/25	2.50% FY26 7/1/25-6/30/26
Step 1	24.42	24.91	25.53	26.17
Step 2	25.27	25.77	26.42	27.08
Step 3	26.14	26.66	27.33	28.01
Step 4	26.99	27.53	28.21	28.92
Step 5	29.43	30.02	30.77	31.54
Step 6	30.02	30.62	31.39	32.17
Step 7	30.77	31.39	32.17	32.97
Step 8	31.54	32.17	32.98	33.80

APPENDIX B

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. Post-secondary education preferred
2. Excellent organizational and interpersonal skills
3. Maintains strong public relations skills
4. Demonstrates knowledge and expertise in word processing applications, database, spreadsheet, and school/district management software
5. Ability to complete tasks with minimal supervision
6. Ability to perform multiple tasks in a busy environment

REPORTS TO:

School or District Administrator

DESCRIPTION:

Provide secretarial support

PERFORMANCE RESPONSIBILITIES:

1. Assist in the efficient operation of the school or district office
2. Prepare, photocopy, collate, and distribute miscellaneous documents, memos, and letters as needed
3. Maintain records, logs, scheduling, communications, and files
4. Maintain inventory of supplies and manage purchase orders
5. Perform various office routines and practices related to the efficient operation of the office
6. Serve as the primary receptionist for the office
7. Perform additional support tasks at the discretion of the administrator

COMPENSATION:

See current Administrative Assistants' Contract for salary schedule and benefits

APPENDIX C

NORTH READING PUBLIC SCHOOLS JOB PERFORMANCE EVALUATION FORM ADMINISTRATIVE ASSISTANTS

Name: _____

Evaluation Period: _____

Title: _____ Date: _____

PERFORMANCE PLANNING AND RESULTS:

Performance Review

- Use a current job description
- Rate the person's level of performance, using the criteria below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations", and "Unsatisfactory")

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is consistently above expectations.
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance does not meet expectations
Unsatisfactory	Performance is consistently unacceptable

A. PERFORMANCE EXPECTATIONS

Knowledge of Position		
<ul style="list-style-type: none">• Demonstrates skills and knowledge to successfully meet job requirements without assistance• Strives to improve and grow in the position	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Quality of the Work		
<ul style="list-style-type: none">• Accomplishes expected workload and achieves targeted results• Performs work with accuracy• Plans, organizes, and efficiently handles activities and eliminates unnecessary activities• Understands problems and makes timely, practical decisions	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

Work Habits and Attitudes		
<ul style="list-style-type: none"> Establishes high professional standards Demonstrates strong time management skills Completes job tasks in a timely manner Complies with instructions and performs under unusual circumstances Practices accident prevention, safety awareness, and ability to care for property and keep workspace safe and tidy Maintains effectiveness with varying or changing responsibilities Displays initiative and independent action within prescribed limits Demonstrates flexibility and commitment to achieve established goals 	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA	
Relationships with Others		
<ul style="list-style-type: none"> Responsive and courteous when dealing with students, parents, visitors, and staff members Displays the ability to collaborate with co-workers to meet overall objectives Effective in listening and expressing ideas both verbally and in writing Deals with change in a mature and professional manner Provides relevant and timely information to administration 	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA	
Professionalism		
<ul style="list-style-type: none"> Demonstrates personal integrity in all interactions Stays current on new theories, approaches, developments, and changes in specialty area Engages in professional growth activities Maintains the physical and emotional wellness as well as neatness and personal hygiene appropriate to the position 	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA	

B. DESCRIBE ADMINISTRATIVE ASSISTANT’S AREAS OF STRENGTHS AND/OR AREA(S) THAT NEED IMPROVEMENT:

C. IN WHAT WAYS DOES THE EVALUATOR RECOMMEND THAT THE ADMINISTRATIVE ASSISTANT DEVELOP PROFESSIONALLY?: (IDENTIFY PROFESSIONAL DEVELOPMENT GOALS)

D. **ADMINISTRATIVE ASSISTANT’S PLAN OF ACTION TOWARD IMPROVED PERFORMANCE** *(PLEASE SUBMIT A SEPARATE PLAN OF ACTION THAT RESPONDS TO EVALUATOR’S RECOMMENDATIONS FOR PROFESSIONAL DEVELOPMENT.)*

E. **SIGNATURES:**

Administrative Assistant: _____ Date _____

(The signature of the Administrative Assistant means only that he/she has read this document. The Administrative Assistant may attach a written statement of his/her own provided he/she does so within ten school days.)

Evaluator: _____ Date _____

APPENDIX D
NORTH READING PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT IMPROVEMENT PLAN

Administrative Assistant: _____ School Year: _____

Dates of Plan: (30 days to one school year) Start date: _____ End date: _____

School _____ Assignment _____

The durations of Improvement Plans will be no fewer than thirty (30) school days and no more than one (1) school year. Improvement Plans may extend into the following school year.

Improvement Plans shall include:

1. Define the improvement goals directly related to the performance indicator(s) that must be improved;
2. Describe the activities and/or work products the Employee must complete as a means of improving performance;
3. Describe the assistance/resources, be it financial or otherwise, that the district will make available to the Employee;
4. Articulate the measurable outcomes that will be accepted as evidence of improvement;
5. Detail the timeline for completion of each component of the Plan;
6. Include the signatures of the Employee and Evaluator.

Employees shall be observed at least one (1) time during each forty five (45) school day period of their Improvement Plan.

The signature of the Administrative Assistant means only that he/she has read this document. Within ten (10) days, the Administrative Assistant may attach a signed, written statement of his/her own.

The original, signed copy of the *Administrative Assistants Annual Evaluation* form along with any statement, written and signed by the Administrative Assistant, will be placed in the employee's personnel file.

APPENDIX D

NORTH READING PUBLIC SCHOOLS ADMINISTRATIVE ASSISTANT IMPROVEMENT PLAN FORM

	Performance Rating													
PERFORMANCE EXPECTATIONS	For every Performance area checked as “Below Expectations” or “Unsatisfactory,” please describe the action steps and expectations for the Administrative Assistant in the box below or attach additional sheets if necessary.	Rating at the end of the Improvement Plan												
Knowledge of Position <ul style="list-style-type: none"> Demonstrates skills and knowledge to successfully meet job requirements without assistance Strives to improve and grow in the position 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Outstanding</td><td style="width: 30px; text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Exceeds Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Meets Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Below Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Unsatisfactory</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">NA</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Outstanding	<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	NA	<input type="checkbox"/>
Outstanding	<input type="checkbox"/>													
Exceeds Expectations	<input type="checkbox"/>													
Meets Expectations	<input type="checkbox"/>													
Below Expectations	<input type="checkbox"/>													
Unsatisfactory	<input type="checkbox"/>													
NA	<input type="checkbox"/>													
Quality of the Work <ul style="list-style-type: none"> Accomplishes expected workload and achieves targeted results Performs work with accuracy Plans, organizes, and efficiently handles activities and eliminates unnecessary activities Understands problems and makes timely, practical decisions 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Outstanding</td><td style="width: 30px; text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Exceeds Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Meets Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Below Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Unsatisfactory</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">NA</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Outstanding	<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	NA	<input type="checkbox"/>
Outstanding	<input type="checkbox"/>													
Exceeds Expectations	<input type="checkbox"/>													
Meets Expectations	<input type="checkbox"/>													
Below Expectations	<input type="checkbox"/>													
Unsatisfactory	<input type="checkbox"/>													
NA	<input type="checkbox"/>													
Work Habits and Attitudes <ul style="list-style-type: none"> Establishes high professional standards Demonstrates strong time management skills Completes job tasks in a timely manner Complies with instructions and performs under unusual circumstances 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Outstanding</td><td style="width: 30px; text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Exceeds Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Meets Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Below Expectations</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">Unsatisfactory</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: right;">NA</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Outstanding	<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	NA	<input type="checkbox"/>
Outstanding	<input type="checkbox"/>													
Exceeds Expectations	<input type="checkbox"/>													
Meets Expectations	<input type="checkbox"/>													
Below Expectations	<input type="checkbox"/>													
Unsatisfactory	<input type="checkbox"/>													
NA	<input type="checkbox"/>													

<div>Work Habits and Attitudes (continued)</div> <div><ul style="list-style-type: none">Practices accident prevention, safety awareness, and ability to care for property and keep workspace safe and tidyMaintains effectiveness with varying or changing responsibilitiesDisplays initiative and independent action within prescribed limitsDemonstrates flexibility and commitment to achieve established goals</div>		<div><div>Outstanding</div><div>Exceeds Expectations</div><div>Meets Expectations</div><div>Below Expectations</div><div>Unsatisfactory</div><div>NA</div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>Relationships with Others</div> <div><ul style="list-style-type: none">Responsive and courteous when dealing with students, parents, visitors, and staff membersDisplays the ability to collaborate with co-workers to meet overall objectivesEffective in listening and expressing ideas both verbally and in writingDeals with change in a mature and professional mannerProvides relevant and timely information to administration</div>		<div><div>Outstanding</div><div>Exceeds Expectations</div><div>Meets Expectations</div><div>Below Expectations</div><div>Unsatisfactory</div><div>NA</div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>Professionalism</div> <div><ul style="list-style-type: none">Demonstrates personal integrity in all interactionsStays current on new theories, approaches, developments, and changes in specialty areaEngages in professional growth activitiesMaintains the physical and emotional wellness as well as neatness and personal hygiene appropriate to the position</div>		<div><div>Outstanding</div><div>Exceeds Expectations</div><div>Meets Expectations</div><div>Below Expectations</div><div>Unsatisfactory</div><div>NA</div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Evaluator's Comments:

Initial Signatures: (to be completed at the time the Paraprofessional is placed on the Improvement Plan)

Date of Evaluation Review Meeting: _____

Administrative Assistant

Evaluator

Date

Date

Final Submission: (to be completed at the conclusion of the Improvement Plan)

Date(s) of Observation(s): _____

Please attach a copy of any observation form to this document at the time of the final signatures.

Plan for next Evaluation Cycle:

☐ Annual Evaluation ☐ Biannual Evaluation ☐ Improvement Plan ☐ Other

Administrative Assistant

Evaluator

Date

Date

The signature of the Administrative Assistant means only that he/she has read this document. Within ten (10) days, the Administrative Assistant may attach a signed, written statement of his/her own.

The original, signed copy of the *Administrative Assistants Annual Evaluation* form along with any statement, written and signed by the Administrative Assistant, will be placed in the employee's personnel file.