



Schuyler Community Schools
SAA Weekly Meeting
Monday, March 29, 2021 9:00 AM
Schuyler Community Schools Board Room
120 W. 20th Street
Schuyler, NE 68661-2400

Posting Locations:

Schuyler Sun
District Office Building Front Door
Schuyler Post Office
Colfax County Courthouse

Posted Date:

I. Discussion Items

Communication

Effort Respect Responsibility Belief

One Good Thing!

5 Minutes of FAME: APL Weekly Focus:

Carol Reha: COVID Report 2/18/2021

The DHM for the State is operating in Blue. Colfax County has moved to Blue. SCS continues to operate in Yellow. High School activities will continue to follow NSAA guidelines for spring activities.

a. **Vaccinations:** The school group (100+) employees received their first vaccination of Moderna on Tuesday, March 16th. The second vaccination is scheduled for Thursday, April 15th. Discuss 2nd shot reactions and plan for covering staff who may have a reaction to the second shot.

1. **2020-21 Calendar Discussion:** Discussion on possible changes to the 2020-21 calendar (5 inclement weather days).

2. **School Safety/Security Assessment Report:** Dr. Lefdal, Jesse Zavadil, Meredith Riha, and Heather Bebout will meet with community members, (Emergency Manager, County Sheriff, Chief of Police, Fire Chief) on April 1st at 8:30 AM at the board room. We will continue updating our plan to match all the requirements of the FEMA /NDE Plan.

3. **Meeting with DHHS/Community Officials** is scheduled for April 1st at 1:30 PM.

4. **2021-22 Requisitions:** Teachers need to requisition for their **present** positions. Coop purchase is closed. Sally will put the orders together and get them to you this week. Textbook cycle and regular requisitions for 2021-22 are

due Friday, **April 30th**.

5. **Teacher Evaluations:** Reminder, second semester probationary and annual evaluations for all teachers should be done and executed by May 1st. Self-Evaluations for support staff should be completed prior to the end of the school year.

6. **Support Staff Evaluations:** Ronnie and Jamie will take care of all custodial/maintenance and food service evaluations. You need to make sure office staff and para educator evaluations are completed.

7. **Administrator Evaluations:** All administrators need to go into their evaluations and update their progress. These need to be completed by June 1st.

8. **Staff Contracts:** This month they will take action on certified contracts. Continuing contract date for certified contracts is April 15th. Support staff contracts will be on the board agenda for May. Suggestions on changes or improvements to the support staff salary schedule will be accepted until the end of April.

9. **Board Reports:** The April board meeting is April 12th. Due to Easter Break, board reports are due Thursday, April 8th.

SCHUYLER COMMUNITY SCHOOLS: PARAPROFESSIONAL SELF-EVALUATION

Paraprofessional: _____ DATE: _____

Supervisor: _____ DATE: _____

Program/Grade: _____

Instructions:

The following items have been prepared so that you can indicate how you feel about your performance in relationship to each of the questions. For each item circle the letter which represents your reaction as to whether you Strongly Agree (SA), Agree (A), are Not Sure (N), Disagree (D), or Strongly Disagree (SD).

1. Do I respect others rights to confidentiality?	SA	A	N	D	SD
2. Do I make myself helpful by offering my services to the teacher when there is an obvious need for help?	SA	A	N	D	SD
3. Do I have a plan for getting children into groups?	SA	A	N	D	SD
4. Do I find opportunities for giving children choices or do I tell them what to do?	SA	A	N	D	SD
5. Do I observe closely the techniques used by the teacher and follow through when I am working with the group?	SA	A	N	D	SD
6. Do I really listen to what children say?	SA	A	N	D	SD
7. Do I accept criticisms and suggestions without becoming emotionally upset?	SA	A	N	D	SD
8. Do I follow directions of the classroom teacher?	SA	A	N	D	SD
9. Do I try to develop a friendly attitude with all of my co-workers?	SA	A	N	D	SD
10. Do I give too much help to children rather than allowing them time to think?	SA	A	N	D	SD
11. Do I refrain from interfering between another teacher and pupil unless called on for assistance?	SA	A	N	D	SD
12. Do I avoid criticism of the children, the teacher, and the school?	SA	A	N	D	SD
13. Do I maintain accurate and complete records of the activities of students with whom I work?	SA	A	N	D	SD
14. Do I have an adequate knowledge of the school rules and policies governing my employment?	SA	A	N	D	SD
15. Do I understand the discipline/student management procedures employed by my supervising teacher?	SA	A	N	D	SD
16. Do I have sufficient knowledge of operating the audiovisual and reproduction equipment?	SA	A	N	D	SD
17. Do I know the procedures to follow in a school emergency, such as fire, and first aid?	SA	A	N	D	SD
18. Do I dress in an appropriate manner commensurate with the expectations of the school?	SA	A	N	D	SD
19. Do I use the proper school channels when I have a disagreement with a staff member?	SA	A	N	D	SD
20. Do I feel that I am making a positive contribution to the education of students?	SA	A	N	D	SD

**SCHUYLER COMMUNITY SCHOOLS
ADMINISTRATIVE ASSISTANT SELF-EVALUATION**

NAME: _____ DATE: _____

BLDG: _____ DATE: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

I. PERSONAL QUALITIES AND ATTRIBUTES

- I am punctual and dependable
- I accept responsibility and direction with a positive attitude
- I accept direction and/or constructive criticism about my performance
- I have good time management skills and manage breaks in a professional manner
- I respect confidentiality and practice a positive attitude on the job
- I am enthusiastic and cooperative
- I maintain a professional work space and personal appearance

SA	A	N	D	SD

II. INTERPERSONAL RELATIONSHIP SKILLS

- I am able to contribute to the overall effectiveness of the office team
- I am considerate of other employee's work and respect their work schedule
- I perform my job functions with tact and discretion
- I demonstrate a professional demeanor and maintain effective working relationships with all staff
- I greet the public and district employees in a professional and helpful manner
- I demonstrate a genuine concern for others and assist in finding options to help them grow

SA	A	N	D	SD

III. RESPONSIBILITY AND DEPENDABILITY

- I am reliable and conscientious
- I can be depended upon to complete tasks and meet deadlines
- I manage issues without escalating them into a crisis situation
- I handle emergencies and stressful situations in a professional and caring manner
- I am able to return to work and complete my tasks following disruptions in schedules
- I contribute to and support administrative decisions

SA	A	N	D	SD

IV. DECISION MAKING/JUDGEMENT/INITIATIVE

- I evaluate present practices and seek alternatives to improve my efficiency
- I make wise decisions based on policies and established procedures
- I initiate action and demonstrate a willingness to exceed minimum performance required by the job
- I respect and maintain confidentiality in dealing with correspondence, records, individuals, etc...
- I determine priorities and reach quick and accurate solutions

SA	A	N	D	SD

V. COMMUNICATION SKILLS

- I am able to communicate effectively both orally and in writing
- I answer phone calls and assist the general public in a professional manner
- I exercise considerable judgement in transferring telephone calls and scheduling appointments
- I accurately transmit notes, directives, and decisions in a timely and professional manner
- I use electronic communication systems (email, text, calendars, website, etc...) to stay informed

SA	A	N	D	SD

SELF-EVALUATION

Date: _____

Date: _____

SA	STRONGLY AGREE
A	AGREE
N	NEUTRAL
D	DISAGREE
SD	STONGLY DISAGREE

1. First Evaluation

2. Second Evaluation

VI. TECHNICAL SKILLS

- I am competent in his/her telephone skills (transfer calls, message, etc...)
- I am competent in using internal communication systems (email, text, intercom, etc.)
- I am proficient in using/training staff on copy machine use (print/scan/copy)
- I demonstrate proficient word processing skills (microsoft word, power point etc...)
- I demonstrate proficiency in the use of spreadsheets (Excel, Numbers, etc...)
- I demonstrate proficient database skills (File Maker Operations Database)
- I am knowledgeable about specialized software used in his/her job (Infinite Campus etc.)
- I demonstrate proficiency in the use of the Internet and other online resources in his/her job
- I demonstrate proficiency on peripheral devices (laminators, printers, etc)
- I demonstrate skills in setting up electronic equipment for meetings (projectors, zoom)

SA	A	N	D	SD

VII. OFFICE MANAGEMENT SKILLS

- I prioritize and effectively handle a demanding workload
- I can work independently without direct supervision
- I can work effectively as a member of a team on office projects
- I am willing to accept a leadership role if asked
- I am flexible and willing to adapt my work schedule/hours if necessary
- I keep an organized workspace and am able to locate items easily

SA	A	N	D	SD

VIII. ADMINISTRATIVE SKILLS

- I demonstrate flexibility in my work schedule
- I identify problems and recommend options or solutions
- I seek advice and guidance from my supervisor when appropriate
- I seek advice and guidance from other office staff when appropriate
- I understand and adhere to established office procedures and practices
- I am open to trying new resources to maximize productivity and efficiency
- I participate problems in my area and develop approaches to solve them
- I demonstrate confidence in handling new or difficult job assignments
- I respond in a timely manner to requests for information or assistance

SA	A	N	D	SD

IX. PROFESSIONAL DEVELOPMENT

- I am willing to attend training opportunities to promote job quality and efficiency
- I read professional literature/books that promote my skills as an office assistant
- I initiate professional development ideas to improve the work environment

SA	A	N	D	SD

X. PUBLIC RELATIONS AND COMMUNITY INVOLVEMENT

- I participate in programs of civic organizations and other community groups
- I support school/community activities through participation or attendance at events

SA	A	N	D	SD

XI. GOALS:

- _____
- _____
- _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

SCHUYLER COMMUNITY SCHOOLS
ADMINISTRATIVE ASSISTANT SUMMATIVE EVALUATION

NAME: _____ DATE: _____

BLDG: _____ DATE: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

S	A	N	U	N	O

I. PERSONAL QUALITIES AND ATTRIBUTES

- is punctual and dependable
- Accepts responsibility and direction with a positive attitude
- Accepts direction and/or constructive criticism about his/her performance
- Has good time management skills and manage breaks in a professional manner
- Respects confidentiality and practices a positive attitude on the job
- is enthusiastic and cooperative
- Maintains a professional work space and personal appearance

II. INTERPERSONAL RELATIONSHIP SKILLS

- is able to contribute to the overall effectiveness of the office team
- is considerate of other employee's work and respects their work schedule
- Performs job functions with tact and discretion
- Demonstrates a professional demeanor and maintains an effective working relationships with all staff
- Greets the public and district employees in a professional and helpful manner
- Demonstrates a genuine concern for others and assists in finding options to help them grow

III. RESPONSIBILITY AND DEPENDABILITY

- is reliable and conscientious
- Can be depended upon to complete tasks and meet deadlines
- Manages issues without escalating them into a crisis situation
- Handles emergencies and stressful situations in a professional and caring manner
- is able to return to work and completes tasks following disruptions in schedules
- Contributes to and supports administrative decisions

IV. DECISION MAKING/JUDGEMENT/INITIATIVE

- Evaluates present practices and seeks alternatives to improve work efficiency
- Makes wise decisions based on policies and established procedures
- Initiates action and demonstrates a willingness to exceed minimum performance required by the job
- Respects and maintains confidentiality in dealing with correspondence, records, individuals, etc...
- Determines priorities and reaches quick and accurate solutions

V. COMMUNICATION SKILLS

- is able to communicate effectively both orally and in writing.
- Answers phone calls and assists the general public in a professional manner
- Exercises considerable judgement in transferring telephone calls and scheduling appointments
- Accurately transmit notes, directives, and decisions in a timely and professional manner
- Uses electronic communication systems (email, text, calendars, website, etc...) to stay informed

SELF-EVALUATION

Date:	1. First Evaluation
Date:	2. Second Evaluation

S	STRENGTH
A	ACCEPTABLE
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY
NO	NOT OBSERVED

VI. TECHNICAL SKILLS

- is competent in his/her telephone skills (transfer calls, message, etc...)
- is competent in using internal communication systems (email, text, intercom, etc.)
- is proficient in using/training staff on copy machine use (print/scan/copy)
- Demonstrates proficient word processing skills (microsoft word, power point etc..)
- Demonstrates proficiency in the use of spreadsheets (Excel, Numbers, etc...)
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- Demonstrates skills in setting up electronic equipment for meetings (projectors, zoom)

VII. OFFICE MANAGEMENT SKILLS

- Prioritizes and effectively handles a demanding workload
- Works independently without direct supervision
- Works effectively as a member of a team on office projects
- is willing to accept a leadership role if asked
- is flexible and willing to adapt work schedule/hours if necessary
- Keeps an organized workspace and is able to locate items easily

VIII. ADMINISTRATIVE SKILLS

- Demonstrates flexibility in work schedule
- Identifies problems and recommends options or solutions
- Seeks advice and guidance from supervisor when appropriate
- Seeks advice and guidance from other office staff when appropriate
- Understands and adheres to established office procedures and practices
- is open to trying new resources to maximize productivity and efficiency
- Anticipates problems and develop approaches to solve them
- Demonstrates confidence in handling new or difficult job assignments
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