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Contract Database Metadata Elements

Title: **Middle Country Central School District and Middle Country Teachers Association, NYSUT, AFT, AFL-CIO (2005)**

Employer Name: **Middle Country Central School District**

Union: **Middle Country Teachers Association, NYSUT, AFT, AFL-CIO**

Local:

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AGREEMENT

BETWEEN

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

- and -

**MIDDLE COUNTRY TEACHERS ASSOCIATION
(NYSUT, AFT, AFL-CIO)**

TEACHING ASSISTANTS UNIT

July 1, 2005 - June 30, 2009

RECEIVED

MAR 08 2007

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

AGREEMENT made between the MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT (hereinafter referred to as "District" or "Employer") and the MIDDLE COUNTRY TEACHERS ASSOCIATION (NYSUT, AFT, AFL-CIO) (hereinafter referred to as "Association").

ARTICLE I - RECOGNITION

1. The District recognizes the Association as the exclusive representative and negotiating agent of a unit consisting of Teaching Assistants.
2. This recognition shall be in full force and effect for the maximum period allowed by law.

ARTICLE II - ASSOCIATION RIGHTS

1. Dues Deductions

The District agrees to deduct from the salaries of its Teaching Assistants dues for the Association when a Teaching Assistant, individually and voluntarily, authorizes the District to so deduct. The District shall transmit such monies so deducted within ten (10) days to the Association. New Teaching Assistants hired after September 1st can be put on the dues deduction plan by notifying the District Personnel Office within thirty (30) days after beginning employment.

2. Agency Fee

A. The District does hereby agree to an Agency Fee. Each employee who is not a member of the Association will pay to the collective bargaining agent each month a service charge toward the administration of this Agreement and the representation of such employee; provided, however, that each employee have available to him/her membership

in the Association on the same terms and conditions as are available to every other member of the Union.

B. The service charge shall be certified to the District by the Association.

C. The District shall deduct such fee in the same manner as the membership dues are deducted.

D. The amount collected for the Agency Fee shall be used to represent the individual as a member of the bargaining unit and shall not be used towards expenditures by the organization for activities or causes of political or ideological nature except as incidentally related to terms and conditions of employment.

E. The Association shall establish appeal procedures for Teaching Assistants challenging the Agency Fee.

F. The Association shall indemnify and save the District harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of, or by reason of, action taken, or not taken, by the District for the purpose of complying with any of the provisions of this article.

G. The Association shall supply the District with a list of names of nonmembers at least fifteen (15) days prior to the deduction of any Agency Fee.

3. Up to a maximum of two (2) school days per school year shall be available for the teaching assistant unit representative for association business.

ARTICLE III - NEGOTIATIONS PROCEDURES

1. Representatives of the District and of the Association shall commence negotiations for a successor agreement no later than February 15 unless the parties agree to a later date. Negotiations shall take place outside of normal school hours, unless the parties agree otherwise.
2. Within thirty (30) days after final acceptance by both parties and the signing of the Agreement, the District shall provide the Association with sufficient copies of the Agreement so as to allow for distribution to unit members and for the Association to retain a sufficient number of copies for its files.

ARTICLE IV - TEACHING ASSISTANTS

1. General Conditions

- A. The tenure area for Teaching Assistants shall be "teaching assistant".
- B. A Teaching Assistant shall be appointed and employed by the Board of Education in accordance with the regulations of the Commissioner of Education, as amended. The regulations are attached hereto as Appendix "A".
- C. In the event of a reduction in force, Teaching Assistants shall be excessed according to years of service in the District as a Teaching Assistant.
- D. A recall list for those employees who have been excessed shall be in effect for seven (7) years from date of excessing. Recall rights shall be in accordance with the Teaching Assistant's total years of service in the District.
- E. Disputes as to the interpretation or meaning of Sections A, B, C, or D of this Article shall be appealed to the Commissioner of Education.

F. In the event of reassignments or transfers, seniority shall prevail if in the District's opinion the individual is qualified for the new position.

G. If a vacancy in a Teaching Assistant position occurs, Teaching Assistants who are presently employed shall have the first opportunity to apply and be considered for such vacancy. These positions shall be filled during the school year or at the beginning of the school year or semester. Those Teaching Assistants who wish to voluntarily transfer to openings that may occur when school is not in session, must notify the District in writing, prior to leaving for summer vacation. Such notice shall include an address and telephone number where the Teaching Assistant can be reached during the summer. The District shall notify these people by phone, and if unreachable, by certified mail.

H. Teaching Assistants shall not be used:

1. To substitute for an absent teacher unless the present procedure for procurement of a substitute has been exhausted;
2. To replace a teacher on leave of absence;
3. To displace a member of the teachers' unit.

I. Teaching Assistants shall be notified of their assignment by the first day of school.

ARTICLE V - WORKING CONDITIONS

1. Teaching Assistants shall be employed on an annual basis in accordance with the teachers' calendar.

.2.. Workday - The Teaching Assistant's daily workday at the elementary level shall be seven (7) hours, including a lunch break of at least forty (40) minutes, and unassigned time of at least forty (40) minutes. Such assigned time will be in a minimum of twenty (20) minute blocks during the pupil day. The daily workday at the secondary level shall include an unassigned period for lunch and an additional unassigned period.

3. Travel - Teaching Assistants who use their personal automobile for authorized travel in the course of their employment shall be reimbursed at the rate established by the District when requested on the proper form. The District rate shall be established at the organizational meeting and shall be the maximum allowable rate authorized by the Internal Revenue Service as of that date.

4. Teaching Assistants directed by the administrator to whom that individual reports or his/her designee, to work beyond the normal seven (7) hour workday will be compensated at the rate of 1/200th of their current step divided by seven (7) hours.

ARTICLE VI - PROMOTION

Teaching Assistants earning a BA/BS degree from a college or university accredited by the New York State Department of Education and certified to teach the position involved shall be given consideration for a teaching position with due regard to their past service with the District. Consideration means an interview either in person or by phone.

Teaching Assistant(s) who wish to be considered for an open position when school is not in session should notify the District in writing, by June 1st prior to leaving for the summer vacation, of their desire to be considered for those positions that they are

certified to teach. Such notice shall include an address and telephone number where they can be reached throughout the summer. The District shall make an effort to notify said Teaching Assistant(s) by phone and if unreachable by certified mail of any positions for which they would be qualified. If unreachable, the hiring process will continue in a manner timely to the needs of the District.

ARTICLE VII - SICK LEAVE AND PERSONAL LEAVE

1. Teaching Assistants hired during the first semester shall be credited with twelve (12) days of sick leave per year, two (2) of which may be used for reasons other than personal illness. Those hired during the second semester shall be credited with six (6) such days. Such days may be accumulated from year to year as sick days up to a maximum cumulative amount of 150 days.
2. Teaching Assistants who take a sick leave or personal leave day shall notify the District in accordance with District policy.
3. Any unused sick leave days may be reimbursed to the employee during the month of July at his/her daily rate of pay. Days shall be reimbursed at 1/200th of the individual's regular salary.

ARTICLE VIII - BEREAVEMENT DAYS

Up to four (4) bereavement days per occurrence will be granted to each Teaching Assistant for death in the immediate family. The immediate family is to include parent or guardian, spouse, children, mother-in-law, father-in-law, sister or brother, grandparent or grandchild, sister-in-law, brother-in-law, or any relative residing in the teaching assistant's home.

ARTICLE IX - UNPAID LEAVES OF ABSENCE

1. Teaching Assistants shall be granted a one (1) year leave of absence without pay, provided they meet the following conditions:

a. The leave shall commence at the end of a school year or at the end of a semester.

b. The leave shall terminate in September.

c. Requests for such leaves are submitted at least thirty (30) days in advance of the leave, and such request includes the commencement date and termination date.

ARTICLE X - GRIEVANCE PROCEDURE

1. Any grievance or dispute which may arise between the parties with respect to the applicable meaning or interpretation of this Agreement shall be settled in the following manner:

STEP 1 - The Association shall take up the grievance with the immediate supervisor of the employee or employees involved within fifteen (15) school days of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the Association within seven (7) school days.

STEP 2 - If the grievance has not been settled, it shall be presented, in writing, by the Association to the Superintendent or his/her designee within five (5) working days after the supervisor's response is due. The Superintendent or his/her designee shall respond to the Association, in writing, within seven (7) school days.

STEP 3 - If the grievance determination by the Superintendent or his/her designee is found to be unsatisfactory, the Association may petition the Board of Education to review the decision of the Superintendent or his/her designees in executive session. The Board of Education may respond, in writing, to the Association within thirty (30) school days after the review of the grievance.

STEP 4 - In the event the Association is not satisfied with the determination of the Board or Superintendent, it may, within ten (10) school days, refer the grievance to arbitration pursuant to the procedures of the American Arbitration Association.

2. The decision of the Arbitrator shall be binding upon the parties.
3. The Arbitrator's decision will be in writing and will set forth his/her findings, reasonings, and conclusion on the issues submitted to him/her. The Arbitrator shall have no power to add to, subtract from, or amend any of the provisions of the Agreement.
4. The cost for the services of the Arbitrator will be borne equally by the District and the Association.
5. Pursuit of any legal, statutory, or other remedy bars further or subsequent proceedings for relief under this contract.

ARTICLE XI - FAIR DISMISSAL

Tenured Teaching Assistants may be dismissed only in accordance with Section 3020-a of the Education Law. Article X (Grievance Procedure) of this Agreement shall not apply to this provision of the contract.

ARTICLE XII - FRINGE BENEFITS .

1. Employees who are absent due to injury or illness which qualifies them for benefits under the New York State Workers' Compensation Law shall not be required to utilize their sick leave days for such absences. Sick leave days may be utilized for absences due to such injuries at the employee's option. In the event the employee utilizes such leave, the employees may be reccredited with such leave days, provided the employee pays to the District an amount of money equivalent to the per diem rate paid by the Workers' Compensation Board for each day reccredited.

2. The District shall abide by all law, rules, and regulations of the New York State Teachers Retirement System.

3. Health Insurance

A. The District agrees to contribute 60% of the premium for individual coverage for eligible employees, plus 40% of the difference between the premiums for individual and family coverage for employees eligible for family coverage, for the health insurance plan available to District teachers. The District's rate of contributions for retirees shall remain at 50% of the premium for individual coverage for eligible retirees, plus 35% of the difference between premiums for individual and family coverage for retirees eligible for family coverage.

B. Employees electing health insurance coverage must notify the District in writing on or before May 15 of each year for the following school year.

C. Coverage for employees shall not commence until they submit their application, and such application is processed, accepted, and approved in accordance with rules of the insurance carrier.

4. Life Insurance

The Employer shall provide a \$7500.00 term life insurance policy for all full-time employees in the unit.

5. Dental Insurance

Unit employees shall be permitted to enroll, at their own expense, in the Dental Plan available to District teachers, provided the rules of the Dental Plan permit such enrollment.

ARTICLE XIII - WAGES

1. Teaching Assistants shall be paid an annual salary according to the salary schedules attached to this contract.

A. The 2005-2008 salary schedules are attached hereto as Appendices "B-1" to "B-4".

2. Teaching Assistants shall be placed upon the appropriate step on the salary schedule commensurate with his/her length of service in the District as a Teaching Assistant and his/her educational attainment, in accordance with present District policy as applied to movement of teachers for salary purposes.

3. A Teaching Assistant certified by the State Education Department in such capacity, who has taken six in-service credits beyond their high school diploma in order to achieve that certification shall be able to use those credits for salary advancement. These six (6)

in-service credits shall be counted as undergraduate/graduate credit hours and not in-service credits.

4. In-service courses taken in the District may be used for horizontal salary advancement provided that such hours do not exceed one-half of the total of undergraduate/graduate course hours. In addition, employees may advance from HS+6 to HS+18 only for courses taken after December 31, 2005 and provided such courses have been previously approved by the Superintendent of Schools or his designee, who shall review such courses to determine job relatedness. This review shall not be arbitrary or capricious.

5. Adult Education Teacher Aide courses as recognized by New York State, shall be included in a Teaching Assistant's aggregate credit accumulation.

6. Teaching Assistants shall receive the following cumulative longevity payments:

- After ten years of service with the District - \$100
- After fifteen years of service with the District - \$125
- After twenty years of service with the District - \$150

ARTICLE XIV - JURY DUTY

The District shall pay Teaching Assistants summoned to jury duty service the difference between the employee's daily salary and the juror fee, excluding travel expenses or mileage fees.

ARTICLE XV - TEACHING ASSISTANT OBSERVATION AND EVALUATION

1. The observation and evaluation report forms to be used with respect to Teaching Assistants are attached hereto as Exhibits "C" and "D".

2. Teaching Assistants shall be observed two (2) times per year, and evaluated once per year.

ARTICLE XVI - NO STRIKE PLEDGE

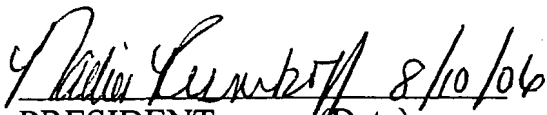
The Association affirms that it does not assert the right to strike against the District or any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike. The Association also affirms that it will faithfully represent all employees in the unit described above without regard to whether or not they are to remain members of the Association.

ARTICLE XVII - TAYLOR LAW NOTICE


IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY PROVIDING THE ADDITIONAL FUNDS THEREFOR SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XVIII - DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2005, until June 30, 2009.



PRESIDENT (Date)
MIDDLE COUNTRY
TEACHERS ASSOCIATION -
TEACHING ASSISTANTS UNIT



PRESIDENT (Date)
MIDDLE COUNTRY C.S.D.
BOARD OF EDUCATION

APPENDIX A

Section 80-5.6 Supplementary school personnel.

(b) Teaching assistant.

(1) Description and duties.

(i) Description. A teaching assistant is appointed by a board of education to provide, under the general supervision of a licensed or certified teacher, direct instructional service to students.

(ii) Duties.

(a) Teaching assistants assist teachers by performing duties such as:

(1) working with individual pupils or groups of pupils on special instructional projects;

(2) providing the teacher with information about pupils that will assist the teacher in the development of appropriate learning experiences;

(3) assisting pupils in the use of available instructional resources, and assisting in the development of instructional materials;

(4) utilizing their own special skills and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music and similar subjects; and

(5) assisting in related instructional work as required.

(b) Teaching assistants who hold the pre-professional teaching assistant certificate shall have the same scope of practice as other teaching assistants, in accordance with the duties prescribed in clause (a) of this subparagraph. Within that scope of practice, teaching assistants holding a pre-professional teaching assistant certificate may, at the discretion of the employing district, and while under the general supervision of a teacher, perform such duties as:

(1) working with small groups of children so the teacher can work with a large group or individual children;

(2) helping a teacher to construct a lesson plan;

(3) presenting segments of lesson plans, as directed by the teacher;

(4) communicating with parents of students at a school site or as otherwise directed by a teacher; and

(5) helping a teacher to train other teaching assistants.

(2) Licensure and certification requirements.

(i) **The requirements** of this subparagraph shall be applicable in the event that an application has been submitted to the department on behalf of the candidate **on or before February 1, 2004** for either the temporary license or continuing certificate, and upon application the candidate qualifies or has qualified for the credential; and for candidates who do not meet this condition, the requirements of subparagraph (ii) of this paragraph apply. Any such candidate employed as a teaching assistant shall hold one of the following credentials:

(a) **Temporary license.** Upon application of a superintendent of schools, a temporary license as a teaching assistant may be issued to a person having the qualifications defined in subclause (1) of this clause:

(1) Preparation. The candidate shall have completed a four-year high school program or its equivalent. Such study shall be supplemented by training and experience appropriate to the position in question.

(2) The application for this license shall be filed on forms prescribed by the commissioner and shall include the following information: the name and address of the candidate; the candidate's education; related teaching, administrative and/or supervisory experience; occupational and/or

practical experience; and other unusual qualifications; a description of the teaching assistant's duties; a description of how the teaching assistant will be supervised; a description of the employing school district's in-service training program for teaching assistants and the professional staff utilizing such personnel; and a description of the district's plan for using teaching assistants.

(3) Time validity. The temporary license shall be valid for one year from its effective date. No more than two temporary licenses may be issued to the same individual.

(b) **Continuing certificate.** Upon application of a superintendent of schools, a continuing certificate as a teaching assistant may be issued to a person having the qualifications defined in subclause (1) and (2) of this clause:

(1) Preparation. The candidate shall have completed six semester hours of appropriate collegiate study in or related to the field of elementary and/or secondary school service at a regionally accredited institution of higher education or at an institution approved by the department. The commissioner may approve alternative preparation as required in this paragraph.

(2) Experience. The candidate shall have completed one year of experience as a licensed teaching assistant or as a certified teacher in an approved school.

(3) Time validity. The continuing certificate shall be valid continuously, except when the holder thereof has not been regularly employed as a teaching assistant in the public schools of New York for a period of five consecutive years, in which case the validity of the certificate shall lapse.

(ii) **The requirements** of this subparagraph shall apply to candidates who apply **on or after February 2, 2004** for a credential to work as a teaching assistant. The candidate shall apply to the department for the certificate.

(a) **Level I teaching assistant certificate.**

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(2) Time validity. The certificate shall be valid for one year from its effective date and shall not be renewable, unless the certificate holder submits adequate evidence of the need to renew the certificate for one additional year to meet the experience requirement for the level II teaching assistant certificate.

(b) **Level II teaching assistant certificate.**

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent and successfully completed a total of at least six semester hours of collegiate study acceptable toward meeting the requirements for a baccalaureate degree.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teaching assistant for one school year under a level I teaching assistant certificate or under a temporary license authorizing employment as a teaching assistant.

(2) Time validity. The certificate shall be valid for two years from its effective date and shall not be renewable.

(c) **Level III teaching assistant certificate.**

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent and successfully completed a total of at least 18 semester hours of collegiate study acceptable toward meeting the requirements for a baccalaureate degree.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teaching assistant for one school year under a level I teaching assistant certificate or a level II teaching assistant certificate or under a temporary license authorizing employment as a teaching assistant.

(2) Validity of certificate and professional development requirement. The level III teaching assistant certificate shall be continuously valid, provided that the professional development requirement prescribed in section 80-3.6 of this Part is met. The holder of the certificate shall be required to meet such professional development requirement to maintain the continued validity of the certificate. *

(d) **Pre-professional** teaching assistant certificate.

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent, successfully completed a total of at least 18 semester hours of collegiate study acceptable toward meeting the requirements for a baccalaureate degree, and be matriculated in a program registered as leading to teacher certification pursuant to section 52.21 of this Title, or its equivalent, or in a program with an articulation agreement with such a program.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teaching assistant for one school year under a level I teaching assistant certificate, a level II teaching assistant certificate, or a level III teaching assistant certificate, or under a temporary license or continuing certificate authorizing employment as a teaching assistant.

(2) Validity of certificate and renewal of certificate. The certificate shall be valid for five years from its effective date, at which time it must be renewed to be valid. In order to be renewed, the holder of the certificate shall demonstrate matriculation in a program registered as leading to teacher certification pursuant to section 52.21 of this Title, or its equivalent, or in a program with an articulation agreement with such a program, and completion during the five-year period in which the certificate is held of 30 semester hours of coursework in such a program.

* (Section 80-3.6 Professional Development requirement (ii) Requirement for holders of level III teaching assistant certificates. The holder of a level III teaching assistant certificate shall be required to successfully complete 75 clock hours of acceptable professional development during the professional development period.)

**Teaching Assistant
2005-2006 Salary Schedule
Appendix B-4**

<u>STEP</u>	<u>HS + 6</u>	<u>HS + 18</u>	<u>HS + 30</u>	<u>HS + 60</u>	<u>HS + 120</u>
2	16,281	16,670	17,059	17,839	19,386
3	17,491	17,907	18,323	19,157	20,827
4	18,698	19,144	19,590	20,480	22,265
5	19,904	20,380	20,855	21,801	23,698
6	21,115	21,616	22,118	23,124	25,140
7	22,324	22,852	23,381	24,449	26,578
8	23,528	24,090	24,651	25,770	28,015
9	24,738	25,326	25,916	27,095	29,449
10	25,948	26,564	27,180	28,416	30,887
11	27,377	27,993	28,609	29,845	32,316

**Teaching Assistant
2006-2007 Salary Schedule
Appendix B-4**

<u>STEP</u>	<u>HS + 6</u>	<u>HS + 18</u>	<u>HS + 30</u>	<u>HS + 60</u>	<u>HS + 120</u>
2	16,851	17,253	17,656	18,463	20,064
3	18,103	18,534	18,965	19,828	21,556
4	19,352	19,814	20,276	21,197	23,044
5	20,601	21,093	21,585	22,564	24,527
6	21,854	22,373	22,893	23,933	26,020
7	23,105	23,652	24,199	25,304	27,508
8	24,352	24,933	25,514	26,672	28,995
9	25,604	26,213	26,823	28,044	30,480
10	26,856	27,494	28,132	29,411	31,968
11	28,335	28,973	29,610	30,890	33,447

**Teaching Assistant
2007-2008 Salary Schedule
Appendix B-4**

<u>STEP</u>	<u>HS + 6</u>	<u>HS + 16</u>	<u>HS + 30</u>	<u>HS + 60</u>	<u>HS + 120</u>
2	17,441	17,857	18,274	19,109	20,766
3	18,737	19,183	19,628	20,522	22,310
4	20,030	20,507	20,985	21,939	23,851
5	21,322	21,831	22,340	23,354	25,385
6	22,619	23,156	23,694	24,771	26,930
7	23,914	24,480	25,046	26,190	28,471
8	25,204	25,806	26,407	27,606	30,010
9	26,500	27,130	27,762	29,025	31,547
10	27,796	28,456	29,116	30,440	33,087
11	29,327	29,987	30,647	31,971	34,618

**Teaching Assistant
2008-2009 Salary Schedule
Appendix B-4**

<u>STEP</u>	<u>HS + 6</u>	<u>HS + 18</u>	<u>HS + 30</u>	<u>HS + 60</u>	<u>HS + 120</u>
2	18,052	18,482	18,913	19,778	21,493
3	19,393	19,854	20,315	21,240	23,091
4	20,731	21,225	21,720	22,707	24,685
5	22,068	22,595	23,122	24,171	26,274
6	23,411	23,966	24,523	25,638	27,873
7	24,751	25,336	25,923	27,107	29,467
8	26,086	26,709	27,331	28,572	31,060
9	27,428	28,080	28,733	30,041	32,651
10	28,769	29,452	30,135	31,505	34,245
11	30,353	31,036	31,719	33,090	35,829

APPENDIX C

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT at CENTEREACH

Teaching Assistant Observation & Conference Report

Teaching Assistant Visited _____ Probationary _____

Tenure _____ Area and/or Grade _____

Time Started _____ Time Ended _____ Title of Activity _____

Date _____

(Any rating of other than "satisfactory" will require an appropriate comment under Item 4)

1. Summary of Activities:

2. Knowledge of Subject Matter:

Highly Satisfactory _____ Satisfactory _____ Needs Improvement _____

Unsatisfactory _____

Student Participation (where applicable):

Highly Satisfactory _____ Satisfactory _____ Needs Improvement _____

Unsatisfactory _____

Use of Materials:

Highly Satisfactory _____ Satisfactory _____ Needs Improvement _____

Unsatisfactory _____

Control and Management:

Highly Satisfactory _____ Satisfactory _____ Needs Improvement _____

Unsatisfactory _____

Provision of Individual Differences (where applicable):

Highly Satisfactory _____ Satisfactory _____ Needs Improvement _____

Unsatisfactory _____

2A. Comments:

3. Strong Points of Activity:

4. Specific Suggestions for Improvement:

Observer _____

Title _____ Date of Conference _____

Teaching Assistant's Comments:

Date _____ Teaching Assistant's Signature _____

APPENDIX D

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT at CENTEREACH
TEACHING ASSISTANT EVALUATION REPORT

NAME _____ DATE _____
 SCHOOL _____ TENURE _____ PROBATIONARY _____
 SUBJECT/AREA _____

The following ratings were arrived at after formal classroom and other pertinent observations. They are considered and reviewed here in order for this process to be of value to you in improving your performance. (DNA may be used where appropriate)

	HIGHLY SATISFACTORY	SATISFACTORY	IMPROVEMENT NEEDED	UNSATISFACTORY	DNA	COMMENTS
RELATIONSHIPS						
a. with pupils						
b. with colleagues						
c. with supervisors						
PERFORMANCE						
a. presents prescribed curriculum						
b. student participation						
c. use of materials/media						
d. control & management						
e. provision for indiv. diff.						
DEPENDABILITY punctuality (reports, records, meetings, etc.)						
ATTITUDE						
OVERALL EVALUATION						

(Referring to the above five sections, any item with below a satisfactory rating must be accompanied by a comment by the evaluator.)

EVALUATOR COMMENTS:

This report represents my best judgment of your service during the period reported.

DATE _____ SIGNED _____

TEACHING ASSISTANT COMMENTS:

I have reviewed this report and I have been given the opportunity to discuss it with my principal/supervisor. My signature does not necessarily mean I agree with the report.

DATE _____ SIGNED _____

Teaching Assistant

cc: Deputy Superintendent for Instruction
 Principal
 Teaching Assistant