PAS in AHEP – Secretaries and Paraeducators – Instructions

PAS (Performance Appraisal System) / AHEP (Anoka Hennepin Employee Performance)

Log into AHEP in the Lock and Key Or use the web address: AHEP.anoka.k12.mn.us	AMEP O
The Dashboard– has your workflow and "Component/Look- For" documents that contain PAS Rubric.The rubric used to assess staff is linked on your dashboard and also on the individual forms. It is the Component/Look-For Doc. Click this link to see all components used to assess staff during the year.	Arginer without limit Arginer without limit Dashboard My Workflow Schedule My Profile Janette Winters Janette Winters Janette Winters Janette Winters Continue to Secretary Janette Winters Schedule Arginer Secretary Janette Winters Janette Winter
My Workflow - There are 3 forms to be completed (format for Secretary and Paraeducator workflow are the same) Click on My Workflow on the left to access your forms. To open an individual form, click on OPEN FORM as you work through the process.	Workflow • Workflow • Workflow

Secretary workflow forms and process:

- SSELF Secretary Self-Assessment to be completed by Secretary. The self-assessment is for self-reflection on all 5 domains and should be completed at the beginning of the year. It includes a section for the secretary to enter a Professional Goal for the year.
- SREFL Secretary Reflection to be completed by Secretary before Summative Conference meeting. The reflection form will show the goal selected to work on for the year.
- SSUMM Secretary Summative will be initialed by the Administrator. This form will be discussed at the Summative Conference meeting with the administrator. Secretary is required to sign-off on the completed Summative Form after their conference.

Paraeducator workflow forms and process:

- PSELF Paraeducator Self-Assessment to be completed by Para. The self-assessment is for self-reflection on all 5 domains and should be completed at the beginning of the year. It includes a section for the para to enter a Professional Goal for the year.
- PREFL Paraeducator Reflection to be completed by Para before Summative Conference meeting. The reflection form will show the goal selected to work on for the year.
- PSUMM Paraeducator Summative will be initialed by the Administrator. This form will be discussed at the Summative Conference meeting with the administrator. Para is required to sign-off on the completed Summative Form after their conference.

Forms -

Open a form, complete each section. All forms start **YELLOW**. If you need to stop mid-form, click SAVE PROGRESS. When form is complete, click SUBMIT FORM. This will change form to **RED** on your dashboard alerting your administrator you are ready for them to review and sign-off on the form. When form is signed-off, the form will turn **GREEN** on the dashboard. A helpful tool when completing your Self-Assessment is SHOW RUBRIC under each component. Open this link to see each component as you are completing the form.

Summative form -

When the Summative Conference is initiated and completed by the administrator, the form will turn **RED**. You will then be able to review and SIGN OFF on the form, the form will turn **GREEN** on the dashboard. You may print a paper copy of the form by clicking on COMPLETED FORM.

Secretary S	elf-Assessment 2020-21		Submit Form
NOT STARTED			
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Form Details			Save Progress
Staff Name:	Janette Winters		Completed Form
Evaluator:	Sarah Hudson		
Building:	ESC		
School Year:	2020 - 2021		
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Summer Secretary Secretary Secretary Secretary Secretary Form Details Staff Name: Evaluator:	ry Summative Assessment 2020-2 he administrator Janette Winters Sarah Hudson		O Submit Form → Sign Off Form
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Secreta Increments Directions: Directions: Directions: Directions: Secretary Form Details Staff Name: Evaluator: Building: School Year: DOMAIN E Job Knowledg	ry Summative Assessment 2020-2* he administrator Janette Winters Sarah Hudson ESC 2020 - 2021 P		Submit Form Sign Off Form Save Progress Groupleted Form
SSUMM Int BMMD Directions: This form is to be filled out by th Oromponents / Look-For Doe: Secretary Form Details Staff Name: Evaluator: Building: School Year: DOMAIN E Job Knowledg 1A, Best Practices Shore Rubre	ry Summative Assessment 2020-21 he administrator Janette Winters Bardh Hudison ESC 2020 - 2021 e		Submit Form Sign Off Form Save Programs Completed Form