



Center Area School District

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES
 ADOPTED: NOVEMBER 16, 2005
 REVISED:

| 412. EVALUATION OF PROFESSIONAL EMPLOYEES | |
|---|--|
| 1. Purpose | There shall be a plan for regular evaluation of all professional employees of the district. |
| 2. Authority SC 1123 | The evaluation plan for professional employees shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines. |
| 3. Guidelines | <p>The Board directs that the district shall utilize the State approved evaluation forms (PDE 5501, 426, 427, 428).</p> <p>The objectives of the district evaluation plan for professional employees are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving district goals and to identify and suggest ways to improve on weaknesses which prevent an employee from achieving personal goals of the district.</p> <p>The evaluation plan shall:</p> <ul style="list-style-type: none"> be uniform throughout the district; provide a procedure for assessing duties and responsibilities of professional employees other than primary functions as enumerated in the job description for the employee; provide a procedure for identifying and commending effective performance and counseling and assisting professional employees on a professional basis; and provide for evaluation of all professional employees annually. |
| 4. Delegation of Responsibility | <p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ul style="list-style-type: none"> that evaluations may be conducted by persons designated by the |

412. EVALUATION OF PROFESSIONAL EMPLOYEES - Pg. 2

| | |
|--------------------------------|---|
| <p>School Code SC 1123</p> | <p>Superintendent;</p> <p>a method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation by the Superintendent;</p> <p>specification of how setting performance objectives will be accomplished by the evaluator and persons being evaluated;</p> <p>establishment of the procedures to be used in evaluation as set by the Superintendent; and</p> <p>provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</p> |
|--------------------------------|---|