



*Center Area
School District*

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: NOVEMBER 16, 2005

REVISED:

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
<p>1. Purpose SC 1108, 1123</p>	<p>There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees.</p>
<p>2. Authority SC 1123</p>	<p>The Board directs that the evaluation plan for temporary professional employees shall utilize the State approved evaluation form (PDE 5501 and 426) and shall be consistent with the evaluation plan for professional employees (Policy 412) wherever possible.</p>
<p>3. Guidelines SC 1108</p>	<p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <p style="padding-left: 40px;">a written anecdotal evaluation record of both the employee's performance during observation and the employee's total performance as an employee of the district; and</p> <p style="padding-left: 40px;">notice by the Superintendent to the Board at least 60 days before the end of the initial three years of employment as to the award of tenure for each temporary professional employee.</p>
<p>3. Delegation of Responsibility SC 1108</p>	<p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in the improvement of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>The Superintendent shall certify as to the evaluations of all temporary professional employees during the last 60 days of the initial three years of employment as required by law.</p>
<p>School Code 1108, 1123</p>	