

# Policy Guide



Policy No. 856

Section OPERATIONS

Title EVALUATION OF EMPLOYEES

Adopted DECEMBER 10, 2019

Last Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 856 EVALUATION OF EMPLOYEES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 313, 412, 512.</b></p> <p><b><u>Purpose</u></b></p> <p>Evaluation is a continuing process in which the administrative, professional, and classified employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual’s job performance.</p> <p>The objectives of the district evaluation plans for employees are:</p> <ol style="list-style-type: none"> <li>1. To assess and improve performance.</li> <li>2. To encourage professional growth.</li> <li>3. To promote a behavior that is conducive to building a positive school culture.</li> <li>4. To facilitate attainment of district goals and objectives.</li> <li>5. To identify and suggest ways to build on strengths that enable employees to achieve district goals</li> <li>6. To identify and suggest ways to improve on weaknesses that prevent and employee from achieving district goals.</li> <li>7. To inform compensation determinations in accordance with Board policies and applicable contracts and agreements.</li> </ol>	
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**Section 2**

**Authority**

The Board shall approve plans for regular, periodic evaluations of administrative, professional and classified employees consistent with applicable collective bargaining agreements, Board Policy and state law and regulations. The Board shall be informed periodically about the results of evaluations.

SC 510, 1108, 1123  
22 PA Code 19.1

**Section 3**

**Delegation of Responsibility**

The Superintendent or designee shall develop and implement administrative procedures for evaluating district staff, which shall have the following characteristics:

1. Clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Available to employees for review before they are applied.
5. Reviewed and updated periodically.
6. Referred to the Board for information purposes.
7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

**Section 4**

**Guidelines**

Each observation shall be followed by a conference between the evaluator and the employee. Both parties shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer

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shall be attached to the report.

The evaluation plan for administrators, professional employees and temporary professional employees shall utilize the appropriate state-approved rating form.

SC 1108, 1123  
22 PA Code 19.1

Professional employees are required to be evaluated at least once each year according to PA School Code.

SC 1123

Where possible and applicable, supervisors are encouraged to provide ongoing feedback to their employees. This may include setting and ongoing review of employee objectives and discussion of personal professional development plans. Supervisors should assist employees in setting objectives that are specific, measurable, actionable, realistic and time bound.

Temporary Professional Employees

Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status per school code.

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observations and evaluations; and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify the evaluations of all temporary professional employees as per school code.

References:

School Code – 24 P.S. Sec. 510, 1108, 1123

State Board of Education Regulations – 22 PA Code Sec. 19.1