

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: April 28, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1108, 1123 Pol. 412</p> <p>3. Guidelines SC 1108</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for the evaluation of temporary professional employees that recognizes their conditions of employment and the requirements of law.</p> <p>The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.</p> <p>The Board directs that the district shall utilize the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Board.</p> <p>Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.</p> <p>A written, anecdotal evaluation record of the employee's performance during observations and the employee's total performance as a district employee shall be maintained.</p> <p>A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as part of the evaluation.</p> <p>The Superintendent or designee shall develop procedures for the evaluation of temporary professional staff members, which shall include the following:</p> <ol style="list-style-type: none"> 1. The evaluation judgment of a qualified supervisor at least six (6) months prior to the end of the initial three (3) years of employment.
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<p>SC 1108</p>	<p>2. Notice by the Superintendent to the Board at least five (5) months before the end of the initial three (3) years of employment as to the award of tenure for each temporary professional employee.</p> <p>Administrators responsible for supervising temporary professional employees shall make reasonable effort to assist such staff members in improving of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent, upon the approval of the building principal, elementary supervisor, Assistant Superintendent, or Superintendent.</p> <p>The Superintendent shall certify as to the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p>
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