

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES
 TITLE: EVALUATION OF ADMINISTRATIVE EMPLOYEES
 ADOPTED: December 9, 1999
 FIRST READING: February 22, 2018
 REVISED & APPROVED: March 22, 2018

313 EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	There shall be a plan for regular, periodic evaluation of all administrative employees. The Joint Operating Committee (JOC) shall be informed periodically about the results of those evaluations.
2. Authority SC 510	The Joint Operating Committee directs that evaluations of administrative employees be performed at least annually and as required by PDE for newly hired Administrative employees.
3. Delegation of Responsibility	<p>The Executive Director shall develop procedures for evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Executive Director shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. Guidelines	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> 1. Individual conferences for evaluation procedures. 2. Employee's self-evaluation of annual goals/objectives 3. Joint review of job description by the Executive Director and employee. 4. Identification of areas of strength. 5. Identification of areas of weakness with suggestions for improvement. 6. Opportunity to appeal the results of his/her evaluation.

Each observation shall be followed by a conference between the Executive Director and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.

Employees shall have the right to submit a written rebuttal of the information contained in the evaluation; the rebuttal document shall be attached to the report.

References:

School Code - 24 P.S. Sec. 510