

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES  
 TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES  
 ADOPTED: November 18, 1999  
 FIRST READING: February 22, 2018  
 REVISED & APPROVED: March 22, 2018

313.1 EVALUATION OF PROFESSIONAL EMPLOYEES	
<p>1. Authority</p> <p style="text-align: center;">SC 510</p>	<p>Evaluation is a continuing process in which professional employees and their respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, facilitate attainment of Career Center goals and objectives.</p> <p>The objectives of the evaluation plans for professional employees are:</p> <ol style="list-style-type: none"> <li>1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving Career Center Goals.</li> <li>2. To identify areas in which an employee needs to improve in order to achieve Career Center goals and objectives, and assist in the identification and development of resources that will help the employee to improve in these areas.</li> </ol> <p>The Joint Operating Committee shall approve the Differentiated Supervision Plan for regular, periodic evaluation of professional employees.</p>
<p>2. Delegation of Responsibility</p> <p style="text-align: center;">SC 1123</p>	<p>Evaluations shall be conducted by administrators and supervisors designated by the Executive Director.</p> <p>The Executive Director or designee shall develop administrative regulations or procedures for evaluating professional employees, which shall be consistent with the requirements of law and JOC policy.</p> <p>Evaluations of professional employees should, at a minimum, include the following:</p>
<p>3. Guidelines</p>	<p><u>Professional Employees</u></p> <p>Professional employees shall be evaluated and rated on an annual basis in accordance with the Pennsylvania Department of Education regulations.</p>

The Executive Director or designee shall be responsible for the rating of all professional employees.

Evaluation forms, once completed, will be reviewed with the employee and then filed in the employee's personnel file. A copy of the completed evaluation form will be provided to the employee.

If any employee does not agree with an evaluation, the employee has the right to submit a written rebuttal per the collective bargaining agreement. The rebuttal form will be placed in the employee's personnel file along with the original evaluation form.

Temporary Professional Employees

SC 1028, 1123

Temporary professional employees shall be evaluated and rated on a semiannual basis in accordance with the Pennsylvania Department of Education regulations.

The plan for evaluation of temporary professional employees shall, at a minimum, require that evaluations be supported by:

1. Personal observations of the employee's performance by an appropriate supervisor.
2. A written or electronic portfolio, which shall include evidence of the quality of the employee's instructional and noninstructional responsibilities.
3. A timely conference between the employee and evaluating supervisor, during which the employee's weaknesses and strengths are discussed.

SC 1108

The Executive Director shall certify 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.

References:

School Code - 24 P.S. Sec. 510, 1108, 1122, 1123

Board Policy - 002, 003