LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: EVALUATION OF EMPLOYEES

ADOPTED: March 19, 2020

REVISED:

313. EVALUATION OF EMPLOYEES

Combines and replaces former policies 412 & 512

1. Purpose	Evaluation is a continuing process in which the administrative, professional and support employees and the 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, and facilitate attainment of the school's goals and objectives.
2. Authority 24 P.S. 1108 24 P.S. 1123 24 P.S. 1850.1 22 PA Code 19.1	The Joint Operating Committee shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts collective bargaining agreements, Joint Operating Committee resolutions and state law and regulations. The Joint Operating Committee shall be informed periodically about the results of evaluations.
3. Delegation of Responsibility	The Administrative Director or appropriate personnel designated by the Administrative Director shall develop plans for the evaluation of school employees to be submitted for Joint Operating Committee approval. The Joint Operating Committee authorizes the Administrative Director to develop a Differentiated Supervision model for professional employees in accordance with Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals. The Administrative Director shall ensure that evaluation plans are reviewed periodically and updated as necessary. Evaluations shall be performed by the Administrative Director or by an assistant administrator, a supervisor, or a principal who has supervision over the work of the employee being evaluated and is designated by the Administrative Director to perform the evaluation.

4. Guidelines 24 P.S. 1108 24 P.S. 1123 22 PA Code 19.1	The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Joint Operating Committee and the Pennsylvania Department of Education.
24 P.S. 1108 24 P.S. 1123	Professional employees are required to be evaluated at least once each year. Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year. Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following: 1. Distinguished – shall be considered satisfactory. 2. Proficient – shall be considered satisfactory. 3. Needs Improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the school within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory. 4. Failing – shall be considered unsatisfactory. No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores. No unsatisfactory rating shall be valid unless approved by the Administrative Director. A signed copy of the rating form shall be provided to the employee. Professional employees and temporary professional employees who receive an overall performance ratings of "needs improvement" or "failing" shall participate in a Performance Improvement Plan'