LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES

ADOPTED: August 17, 2006

REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES

1. Purpose

There shall be a plan for regular, periodic evaluation of all professional employees of the school.

2. Authority
SC 1123

The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Joint Operating Committee.

The Joint Operating Committee directs that the administration shall utilize for evaluation of professional employees the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Joint Operating Committee.

3. Guidelines

The objectives of the school's evaluation plan for professional employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving established goals.

2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving established goals.

The evaluation plan shall be in accordance with terms of the collective bargaining agreement.

4. Delegation of Responsibility

The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which include:

1. Each instructor in the school shall be formally observed in his/her actual instructional situation at least once each school year.

2. All monitoring or observation shall be conducted openly and with full knowledge of the employee.

3. The observer shall write an anecdotal report regarding his/her formal evaluation.

School Code 1123, 1850.1	4. Following the formal observation, all written evaluation reports shall be prepared and provided to the employee within two (2) weeks after such observation is made. 5. An evaluation report shall be submitted to the Administrative Director and placed in the employee's personnel file after a conference is held. A conference shall be held at the request of either party within two (2) weeks after the receipt of the written evaluation report by the employee. If neither party requests a conference during that period of time, the report shall be filed.