LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

ADOPTED: August 17, 2006

REVISED:

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

1. Purpose	There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the requirements of law.
2. Authority SC 1108, 1123 Pol. 412	The Joint Operating Committee directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.
3. Guidelines SC 1108	Each temporary professional employee shall be notified of his/her progress at least twice each year during the first three (3) years of employment. Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least two (2) times annually. A written, anecdotal evaluation record shall be maintained of the employee's performance during observation and the employee's total performance as an employee of the school.
4. Delegation of Responsibility	The Administrative Director or designee shall develop procedures for the evaluation of temporary professional staff members. Administrators responsible for supervising temporary professional employees shall make every 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.
SC 1108	The Administrative Director 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.