



VALLEY FORGE
PUBLIC SERVICE ACADEMY
CHARTER SCHOOL

EXHIBIT 7 – Employee Evaluation

Book: Policy Manual
Section: 3000 Employees
Title: Evaluation of Employees
Code: 3013
Status: Active
Adopted: September 24th 2025

Purpose

Evaluation is a continuing process in which administrative, professional and support employees and the respective supervisors cooperatively identify strengths and areas for improvement 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 Charter School goals and objectives.

Authority

The Board of Trustees (Board) shall approve plans for regular, periodic evaluations of administrative, professional and support employees, consistent with applicable employment contracts.[\[1\]\[2\]](#)

The Board shall be informed periodically about the results of evaluations.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop plans and administrative procedures for the evaluation of All Charter School employees.

The Chief Executive Officer shall ensure that evaluation plans and administrative procedures are reviewed periodically and updated as necessary.

Evaluations shall be conducted by administrators and supervisors designated by the Chief Executive Officer.

Guidelines

Evaluators shall provide employees with a signed copy of the evaluation report.

Staff observations shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the observation report.

Employees with similar classifications or job functions shall be evaluated in a consistent and uniform manner.