

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P408 - Evaluation Of Administrative Employees
Code	P408
Status	Active
Adopted	November 11, 1981
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P408

Title: Evaluation of Administrative Employees

Section: Personnel - Administrative Employees

Purpose

There shall be a plan for regular and periodic evaluation of all administrative employees. The Joint Committee shall be informed periodically as to the results of such evaluations.

Guidelines

The Joint Committee directs that evaluations be performed at least annually.

Delegation of Responsibility

The Director shall develop evaluation forms for each position. Prior to the beginning of the period under evaluation, the Director shall inform the administrative employee of the criteria to be used for evaluation purposes. Such criteria may include:

- individual conferences for evaluation procedures

- the employee's own self-evaluation

- the joint review of his/her job description by the Director and administrative employee

- the inclusion of the performance objectives for the school year

- identification of areas of strength

- identification of areas of weakness with suggestions for improvement in each and the opportunity to appeal in writing the results of his/her evaluation

24 P.S. Sec. 2107

Adopted: 11/11/81

Revised: 3/13/13