



Title: **Evaluation of Professional Employees**

Code: 412

Book: Policy Manual

Section: 400 Professional Employees

There shall be a plan for regular evaluation of all professional employees of the district.

The evaluation plan for professional employees shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines.

The Board directs that the district shall utilize an evaluation form equivalent to the State approved form and approved by the Board.

The objectives of the district evaluation plan for professional employees are:

- to identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving district goals: and

- to identify and suggest ways to improve on weaknesses which prevent and employee from achieving personal goals of the district.

The evaluation plan shall

- be uniform throughout the district

- provide a procedure for counseling and assisting professional employees on a professional basis; and

- provide for evaluation of all professional employees annually.

The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:

- that evaluations may be conducted by persons designated by the Superintendent:

- specification of the number of times professional employees shall be evaluated annually; and

provisions for improving unsatisfactory performance by offering resource aid and recommending how improvement can be affected.

Said procedures as prepared by the Superintendent shall have the following characteristics:

They must:

be clear and unambiguous in intent and in languages;

establish reasonable standards under all circumstances;

apply in a consistent and uniform manner to all employees in the same class;

be available to employees for review before they are applied; and

be reviewed and updated annually.

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