



Title: **Evaluation of Temporary Professional Employees**

Code: 413

Book: Policy Manual

Section: 400 Professional Employees

Purpose

There shall be a plan for evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees.

Authority

The Board directs that the evaluation plan for temporary professional employees shall utilize the state approved evaluation form and shall be consistent with the evaluation plan for professional employees (Pol. 412) wherever possible.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:

1. Notification of the employee as to the progress at least twice each year during the first three (3) years of employment.[\[1\]](#)
2. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least four (4) times annually.
3. A written, anecdotal evaluation record of both the employee's performance during observation and the

employee's total performance as an employee of the district.

4. A timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed.

Delegation of Responsibility

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improvement of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent 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.[\[1\]](#)

Adopted: **October 21, 1981**

Last Revised: **July 23, 2002**

Legal References:

- [1. 24 P.S. 1108](#)
 - [2. 24 P.S. 1123](#)
 - 3. Pol. 412
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