



Section: PROFESSIONAL EMPLOYEES
Title: EVALUATION OF PROFESSIONAL EMPLOYEES
Adopted: February 20, 1996
Revised: December 18, 2001

	409. EVALUATION OF PROFESSIONAL EMPLOYEES	
1. Purpose	<p>There shall be a plan for regular evaluation of all professional employees of the Career and Technology Center.</p>	SC 1123
2. Authority	<p>The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with Joint Operating Committee approval and these guidelines.</p>	SC 1123
3. Guidelines	<p>The Joint Operating Committee directs that the Career and Technology Center shall utilize the state approved evaluation form, PDE 5501 or other form accepted by the PDE.</p> <p>The objectives of the Career and Technology Center evaluation plan for professional employees are:</p> <p>To identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving Career and Technology Center goals;</p> <p>To identify and suggest ways to improve on weaknesses which prevent an employee from achieving the goals.</p> <p>The evaluation plan shall:</p> <p>Be uniform throughout the school;</p> <p>Provide a procedure for assessing duties and responsibilities;</p> <p>Provide a procedure for identifying and commending effective performance;</p> <p>Provide a procedure for counseling and assisting employees when necessary;</p> <p>Provide for evaluation of all professional employees at least annually.</p>	
4. Delegation of Responsibility	<p>The Administrative Director shall prepare procedures for the implementation of employee evaluations which shall include:</p> <p>That evaluations may be conducted by certified persons designated by the Administrative Director;</p>	

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Specification of the form upon which such evaluations will be recorded;

Records which ensure that entries are based on observable and verifiable facts, note is taken of an employee's strengths as well as weaknesses, all materials will be confidential, and the employee has an opportunity to append a written statement thereto;

Specification of the objectives, actions, behaviors, or products necessary to improve performance as well as suggested assistance.

Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvements can be effected, and scheduling follow-up conferences to assess change.

Refer to the "Instructional Observation Form" and PDE 5501 or PDE 428 in the Personnel Plan.

School Code

SC 1123

