



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

	<b>410. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</b>	
1. Purpose	There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees.	SC 1108 1123
2. Authority	The Joint Operating Committee 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 wherever possible.	SC 1123
3. Guidelines	The Administrative Director shall develop procedures for the evaluation of temporary professional staff members which shall include the following:  Notification to the employee as to the progress at least twice each year during the first three (3) years of employment.  The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least twice annually.  A written anecdotal evaluation record of both the employee's performance during observation and the employee's total performance as an employee of the CTC.  The evaluation judgment of a qualified supervisor at least six (6) months prior to the end of the initial three (3) years of employment.  A timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed.	SC1108
4. Delegation of Responsibility	Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in the improvement of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent upon the approval of the Administrative Director.	

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	<p>The Administrative Director 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.</p> <p><i>Refer to “Instructional Observation Form” and PDE forms 426 and 427 in the Personnel Plan.</i></p> <p style="text-align: right;">School Code</p>	<p style="text-align: center;">SC 1108</p> <p style="text-align: center;">SC 1108 1123</p>

