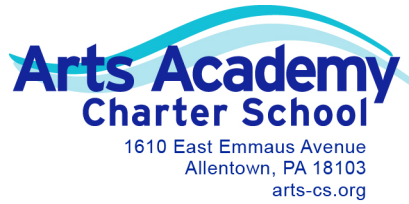


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Board Policy 7.3

Evaluation of Employees

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

There will be plans for periodic evaluations of administrative, professional and support employees consistent with individual contracts and applicable law and Board policies and resolutions.

The Board authorizes the Executive Director or his/her designee to develop plans for the evaluation of school employees.

The evaluation plan for professional employees shall be in accordance with that established by the Pennsylvania Department of Education and performed by the Principal.

Professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of “needs improvement” issued by the School within ten (10) years of the first overall rating of “needs improvement” where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee shall be rated “needs improvement” or “failing” solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Executive Director or his/her designee.

Professional employees who receive an overall performance rating of “needs improvement” or “failing” may be required to participate in a Performance Improvement Plan.

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The evaluation plan for all employees shall:

1. Provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment.
2. Identify and commend effective performance.
3. Counsel and assist employees where improvement is desired.
4. Support the dismissal of an ineffective employee when evaluation, counseling and assistance fail to produce effective performance.

Evaluations of administrative, non-professional and support employees shall be performed at least once yearly, or as required by law, by the Executive Director, Principal or a Supervisor who has supervision over the work of the employee being evaluated and is designated by the Executive Director to perform the evaluation.

Employees will be provided with signed copy of their rating/evaluation form.