

Tyrone Area School District

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED:

REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES	
1.Purpose	There shall be a plan for regular evaluation of all professional employees of the district.
2.Authority SC 1123	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.
3.Guidelines	<p>The Board directs that the district shall utilize an evaluation form equivalent to the State approved form.</p> <p>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 an employee from achieving personal goals of the district.</p> <p>The evaluation plan shall:</p> <ul style="list-style-type: none">provide a procedure for assessing duties and responsibilities of professional employees other than primary functions as enumerated in the job description for the employee;provide a procedure for identifying and commending effective performance;provide a procedure for counseling and assisting professional employees on a professional basis; andprovide for evaluation of all professional employees annually.
4.Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <p>specification of the form upon which such evaluations will be recorded and a method</p>

412. EVALUATION OF PROFESSIONAL EMPLOYEES - Pg. 2

<p>School Code SC 1123</p>	<p>of making records which ensures entries are based on observable and verifiable facts, note is taken of an employee's strengths, as well as weaknesses, the same recording system will be used for all employees similarly situated, all materials will be held confidential, and the employee has an opportunity to append a written statement thereto;</p> <p>specification of how setting performance objectives will be accomplished;</p> <p>establishment of the procedures to be used in evaluation;</p> <p>provisions for improving unsatisfactory performance; and</p> <p>scheduling follow-up conferences.</p>
--------------------------------	---