

Tyrone Area School District

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED:

REVISED:

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
1.Purpose SC 1108, 1123	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.
2.Authority	The Board directs that the evaluation plan for temporary professional employees shall utilize an evaluation form equivalent to the State approved form and shall be consistent with the evaluation plan for professional employees (Pol. 412) wherever possible.
3.Guidelines SC 1108	<p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <ul style="list-style-type: none"> notification to the employee as to the progress at least twice each year during the first two years of employment; the observation of each such employee in the performance of assigned duties by an appropriate supervisor at least two (2) times 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 district; the evaluation judgment of a qualified supervisor at least six months prior to the end of the initial two years of employment; a timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed; and notice to the Board at least five months before the end of the initial two years of employment as to the award of tenure for each temporary professional employee.
3.Delegation of Responsibility	Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in the improvement of deficiencies

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<p>SC 1108</p> <p>School Code 1108, 1123</p>	<p>disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>The Superintendent shall certify as to the evaluations of all temporary professional employees during the last four months of the initial two years of employment as required by law.</p>
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