

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL
EMPLOYEES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

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 the State approved evaluation 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">be uniform throughout the district;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 and counseling and assisting professional employees on a professional basis;andprovide for evaluation of all professional employees at least annually.
4. Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <p>that evaluations may be conducted by persons designated by the</p>

<p>School Code SC 1123</p>	<p>Superintendent and the titles of those so designated specification of the number of times professional employees shall be evaluated annually;</p> <p>specification of the form upon which such evaluations will be recorded;</p> <p>a method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation by the Superintendent;</p> <p>specification of how setting performance objectives will be accomplished by the Superintendent;</p> <p>provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</p> <p>Employees shall be given a copy of the classroom evaluation report prepared by the evaluator.</p>
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