

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: October 17, 2000

REVISED:

AVON GROVE SCHOOL DISTRICT

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
1. Purpose SC 1108, 1123	The Board directs the Superintendent to develop 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 SC 1123	The Board directs that the evaluation plan for temporary professional employees shall utilize the State approved evaluation form (PDE 5501), and shall be consistent with the professional observation and evaluation program established by the school district.
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 three (3) years of employment; the observation of each such employee in the performance of assigned duties by an appropriate supervisor at least four(4) 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 (6) months prior to the end of the initial three (3) years of employment; and a timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed.
4. Delegation of Responsibilities	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 Superintendent.

