EAST STROUDSBURG AREA SCHOOL DISTRICT SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF

PROFESSIONAL EMPLOYEES

ADOPTED: August 19, 2002

REVISED:

412313.1. EVALUATION OF PROFESSIONAL EMPLOYEES

1. Purpose

Evaluation is a continuing process in which the professional employee and supervisor cooperatively identify strengths and weaknesses in the individual's effectiveness as a professional educator.

The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of school district goals and objectives in order to benefit the district's students.

There shall be a plan for regular, periodic evaluation of all professional employees.

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 a plan approved by the Board.

The Board directs that the school district shall utilize a state approved evaluation form.

3. Guidelines

The objectives of the school district evaluation plan for professional employees are:

- 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving school district goals.
- 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving school district goals, which may include an Individual Improvement Plan.

The evaluation plan shall:

- 1. Be in accordance with terms of the collective bargaining agreement.
- 2. Provide for differentiated supervision system.
- 3. Provide for evaluation of all professional employees annually.

412313.1. EVALUATION OF PROFESSIONAL EMPLOYEES - Pg. 2

4. Delegation of Responsibility	The Superintendent <u>or designee</u> shall prepare procedures for the conduct of employee evaluations which include:
SC 1123	1. Evaluations may be conducted by persons designated by the Superintendent.
	2. Establishment of procedures to be used in evaluation.
	3. Specification of the form used for evaluations.
	4. Method of making and retaining records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential and the employee has an opportunity to review evaluations and append a written statement.
	5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change through the use of an Improvement Plan.
	Procedures prepared by the Superintendent or designee shall:
	1. Establish reasonable standards.
	2. Apply in a consistent and uniform manner to all employees in the same class.
School Code 1123	