HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF

PROFESSIONAL EMPLOYEES

ADOPTED: April 28, 2004

REVISED:

412	EVALUATION OF PROFESSIONAL	EMPLOYEES
T14.		

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 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 district shall utilize the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Board.

3. Guidelines

The objectives of the 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 district goals.
- 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

The evaluation plan shall:

- 1. Be in accordance with terms of the collective bargaining agreement.
- 2. Be uniform throughout the district.
- 3. Include timely conferences with the employee and evaluator to review and sign each evaluation.

412. EVALUATION OF PROFESSIONAL EMPLOYEES - Pg. 2 $\,$

	<u>†</u>		
	4. Provide a procedure for assessing duties and responsibilities other than primary functions.		
	5. Provide a procedure for identifying and commending effective performance and counseling and assisting employees on a professional basis.		
	6. Provide for evaluation of all professional employees annually.		
4. Delegation of Responsibility	The Superintendent or designee 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 reasonable resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.		
School Code 1123			