

SECTION: EMPLOYEES

TITLE: EVALUATION OF  
EMPLOYEES

ADOPTED:

REVISED: May 19, 2014

# DEER LAKES SCHOOL DISTRICT

313. EVALUATION OF EMPLOYEES	
1. Authority	<p>Evaluation is a continuing process in which the administrative, professional and classified employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.</p> <p>The objectives of the district evaluation plans for employees are:</p> <ol style="list-style-type: none"> <li>1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.</li> <li>2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.</li> </ol>
SC 510	<p>The Board shall approve plans for regular, periodic evaluations of administrative, professional and classified employees in accordance with provisions of the applicable administrative compensation plan, collective bargaining agreement, individual contract or Board resolution. <b>The Board shall be informed of all employee evaluations (interim or final) subject to any limitations imposed by law or employment contract.</b></p>
SC 1123	<p>The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or district-specific forms approved by the Board.</p>
2. Delegation of Responsibility	<p>Evaluations shall be conducted by authorized administrators and supervisors designated by the Superintendent.</p> <p>The Superintendent or designee shall ensure that evaluation procedures for district staff shall have the following characteristics:</p> <ol style="list-style-type: none"> <li>1. Clear and unambiguous in intent and language.</li> <li>2. Apply in a consistent and uniform manner to all employees in the same class.</li> <li>3. Available to employees for review before they are applied.</li> </ol>

	<p>4. Reviewed and updated periodically.</p> <p>5. Referred to the Board for information purposes.</p> <p>6. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference may retain a copy of the evaluation form for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p><u>Temporary Professional Employees</u></p> <p>SC 1108 Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>SC 1108 The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1108, 1122, 1123</p> <p>Board Policy – 000</p>
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