

LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: September 17, 1990

REVISED: August 13, 1996

<p>1. Purpose SC 1108, 1123</p> <p>2. Authority</p> <p>3. Guidelines SC 1108 Act 160 of 1996</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees.</p> <p>The Board directs that the evaluation plan for temporary professional employees shall utilize the State approved evaluation form, PDE 5501 (formerly DEBE 333) and shall be consistent with the evaluation plan for professional employees (Pol. 412) wherever possible.</p> <p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <ol style="list-style-type: none"> 1. Notification to the employee as to the progress at least twice each year during the first three (3) years of employment. 2. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least four (4) times annually. 3. 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. 4. A timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed. <p>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.</p>
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<p>SC 1108 Act 160 of 1996</p> <p>School Code 1108, 1123</p>	<p>The Superintendent shall certify as to 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>
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