

CARLISLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: September 21, 2006

REVISED:

	413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES
1. Purpose	There shall be a plan for the evaluation of temporary professional employees that recognizes their conditions of employment and the requirements of law.
2. Authority SC 1108, 1123 Pol. 412	The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.
3. Guidelines SC 1108	<p>Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>A written, anecdotal evaluation record of the employee's performance during observations and the employee's total performance as a district employee shall be maintained.</p> <p>A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as part of the evaluation.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the evaluation of temporary professional staff members.</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>The Superintendent shall send written notices to temporary professional employees before the fourth week of January and before the fourth week of May for the three-year probationary period.</p>

SC 1108	<p>The letters shall include the following:</p> <ol style="list-style-type: none">1. The determined rating – satisfactory or unsatisfactory.2. Statements regarding performance, if applicable.3. Areas where there is room for improvement and suggested means for improvement.4. Unsatisfactory rating should include reasons for such a determination. <p>When there is a good reason to believe that the final rating will be unsatisfactory for a temporary professional employee, the person involved shall be alerted to this possibility preceding the final May rating.</p> <p>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>
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