

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: EMPLOYEES

TITLE: EVALUATION OF
EMPLOYEES

ADOPTED: April 11, 2016

REVISED: June 13, 2016

<p>313. EVALUATION OF EMPLOYEES</p>	
<p>1. Authority</p>	<p>Evaluation is a continuing process in which the administrative, professional and support 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 school evaluation plans for employees are:</p> <ol style="list-style-type: none"> 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.
<p>SC 510</p>	<p>The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Board shall be informed periodically about the results of evaluations.</p>
<p>2. Delegation of Responsibility</p>	<p>Evaluations shall be conducted by administrators and supervisors designated by the CEO.</p> <p>The CEO or designee shall develop procedures for evaluating district staff, which shall have the following characteristics:</p> <ol style="list-style-type: none"> 1. Clear and unambiguous in intent and language. 2. Establish reasonable standards. 3. Apply in a consistent and uniform manner to all employees in the same class.

4. Available to employees for review before they are applied.

5. Reviewed and updated periodically.

6. Referred to the Board for information purposes.

Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

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.

Temporary Professional Employees

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.

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.

The CEO 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.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 000