

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1123</p> <p>3. Guidelines</p>	<p style="text-align: center;">412. EVALUATION OF PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for regular, periodic evaluation of all professional employees of the center.</p> <p>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 Joint Operating Committee.</p> <p>The Joint Operating Committee directs that the administration shall utilize for evaluation of professional employees the state approved evaluation forms or an evaluation form equivalent to the state approved form and approved by the Joint Operating Committee.</p> <p>The objectives of the center's evaluation plan for professional 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 established goals. 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving established goals. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be in accordance with terms of the collective bargaining agreement. 2. Be uniform throughout the center. 3. Group professional employees into position classes based upon similarities of duties, responsibilities, and qualifications (i.e., teachers, counselors, health service staff, etc.); the evaluation process shall be similar for all classes of employees. 4. Provide a procedure for assessing duties and responsibilities other than primary functions.
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<p>4. Delegation of Responsibility</p> <p>SC 1123</p>	<p>5. Provide a procedure for identifying and commending effective performance and counseling and assisting employees on a professional basis.</p> <p>6. Provide for evaluation of all professional employees annually.</p> <p>The results of evaluations of professional employees, collectively and individually, shall be the basis for administrative efforts to bring about improved instruction.</p> <p>The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which include:</p> <ol style="list-style-type: none">1. Evaluations may be conducted by persons designated by the Administrative Director.2. Establishment of procedures to be used in evaluation.3. Specification of the form upon which such evaluations will be recorded.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 employees have an opportunity to append a written statement.5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Administrative Director or designee shall have the following characteristics:</p> <ol style="list-style-type: none">1. Be 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. Be available to employees for review before they are applied.5. Be reviewed and updated.6. Be referred to the Joint Operating Committee for information purposes.
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<p>School Code 1123, 1850.1</p>	
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