

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF  
TEMPORARY PROFESSIONAL  
EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>1. Purpose There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the requirements of law.</p> <p>2. Definition A temporary professional employee shall be a professional employee who has not yet gained tenure status.  Temporary professional employees shall, for all purposes except tenure status, be viewed in law as full-time employees and shall enjoy all the rights and privileges of regular, full-time employees.</p> <p>3. Authority SC 1108, 1123 Pol. 412 The Joint Operating Committee directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.</p> <p>4. Guidelines <u>Probationary Period/Notice Of Intent</u>  The probationary period is an opportunity to determine whether initial selection and placement of an employee was faulty, evaluate the development of new employees through careful supervision and appraisal and, most importantly, selectively eliminate those who cannot meet the standard of excellence demanded by the profession.</p> <p>SC 1108 In order to gain permanent status within the school system, a temporary professional employee must gain tenure in the manner prescribed by law and, in addition, must fulfill the requirements mandated in maintaining certification.</p> <p>SC 1108 Each temporary professional employee shall be notified of his/her progress at least twice each year during the first three (3) years of employment.  Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.</p>
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<p>SC 1108</p> <p>5. Delegation of Responsibility</p>	<p>The Chief School Administrator, upon the recommendation of the Administrative Director, will send a written evaluation record of the employee performance during observation to temporary professional employees.</p> <p>The evaluation record shall include the following:</p> <ol style="list-style-type: none"> <li>1. The determined rating (satisfactory or unsatisfactory).</li> <li>2. Some commendable statements regarding performance, if applicable.</li> <li>3. Some areas where there is room for improvement and suggested means to bring about such improvement.</li> </ol> <p>Unsatisfactory ratings shall spell out reasons for such a determination.</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.</p> <p>When there is good reason to believe that the final rating will be unsatisfactory for a temporary professional employee, the employee shall be alerted to this possibility in the months preceding the final rating.</p> <p>Temporary professional employees who attain a satisfactory rating during the probationary period shall be tendered a regular contract.</p> <p>Any employee who is not tendered a regular contract shall be sent a letter signed by the President and Secretary of the Joint Operating Committee setting forth the reason(s) for such refusal.</p> <p>If the continued employment of a particular employee is not in the best interest of the students, the Joint Operating Committee is not only justified in refusing tenure but is in fact obligated to make certain that the employee is not permitted to continue employment in the center.</p> <p>The Administrative Director 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>
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SC 1108	The Administrative Director 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.
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