

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: October 10, 2000

REVISED:

MOON AREA SCHOOL DISTRICT

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
1. Purpose SC 1108, 1123	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.
2. Authority SC 1108, 1123	The Board directs that the evaluation plan for temporary professional employees shall utilize the state approved evaluation form (PDE-5501) and shall be consistent with the evaluation plan for professional employees (Pol. 412) wherever possible.
3. Guidelines SC 1108	The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following: <ol style="list-style-type: none"> 1. Notification to the employee as to the progress at least twice each year during the first two (2) years of employment. 2. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.
4. Delegation of Responsibility SC 1108	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. The Superintendent shall certify as to the evaluations of all temporary professional employees during the last four (4) months of the initial two (2) years of employment as required by law.