

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EVALUATION OF
EMPLOYEES

ADOPTED: February 25, 2002

REVISED: March 9, 2015

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| <h3>313. EVALUATION OF EMPLOYEES</h3> | |
| 1. Authority | <p>Evaluation is a continuing process in which the administrative, professional and classified 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 district 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 and carrying out assigned duties. |
| SC 510 | <p>The Board shall approve plans for regular, periodic evaluations of administrative, professional and classified employees. The Board shall be informed periodically about the results of evaluations.</p> |
| 2. Guidelines | <p><u>Administrative Employees</u></p> <p>The Board directs that evaluations of administrative employees be performed at least annually.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p> <p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none">1. Individual conferences for evaluation purposes.2. Employee's self-evaluation. |

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| <p>SC 1108, 1123 Title 22 Sec. 19.1</p> <p>SC 1123</p> | <ol style="list-style-type: none">3. Joint review of job description by the Superintendent or designee and employee.4. Identification of areas of strength.5. Identification of areas of weakness with suggestions for improvement.6. Opportunity to appeal the results of his/her evaluation. <p>Each observation shall be followed by a conference between the Superintendent or designee and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p><u>Professional and Temporary Professional Employees</u></p> <p>The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.</p> <p>Professional employees are required to be evaluated at least once each year.</p> <p>Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment. 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> <p>Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:</p> <ol style="list-style-type: none">1. Distinguished - shall be considered satisfactory.2. Proficient - shall be considered satisfactory.3. Needs improvement - shall be considered satisfactory, except that and subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.4. Failing - shall be considered unsatisfactory. <p>No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.</p> |
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| <p>SC 1108</p> <p>SC 1108</p> <p>3. Delegation of Responsibility</p> | <p>No unsatisfactory rating shall be valid unless approved by the Superintendent.</p> <p>A signed copy of the rating form shall be provided to the employee.</p> <p>Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.</p> <p><u>Classified Employees</u></p> <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.2. Ensure that appropriate evaluation of performance takes place during probationary periods of employment. <p>The Superintendent or designee shall develop administrative procedures for conducting employee evaluations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1108, 1122, 1123</p> |
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