

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
--

Section: PROFESSIONAL EMPLOYEES

Title: EVALUATION OF TEMPORARY PROFESSIONAL
EMPLOYEES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

- .1 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 The Board directs that the evaluation plan for temporary professional employees shall utilize
 - .21 the State approved evaluation form, or
 - .22 an equivalent evaluation form approved by the Board and the State
 - .23 and shall be consistent with the evaluation plan for professional employees Policy #412 wherever possible.

- .3 The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following: notification to the employee as to the progress at least twice each year during the first three years of employment,
 - .31 the observation of each such employee in the performance of assigned duties by an appropriate supervisor at least four times annually
 - .32 the evaluation judgment of a qualified supervisor at least three months prior to the end of the initial three years of employment
 - .33 a timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed

- .34 notice by the Superintendent to the Board at least two months before the end of the initial three years of employment as to the award of tenure for each temporary professional employee.
- .4 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.
- .5 The Superintendent shall certify as to the evaluation of all temporary professional employees during the last four months of the initial three years of employment as required by law.