

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: PROFESSIONAL EMPLOYEES  
Title: EVALUATION OF PROFESSIONAL EMPLOYEES  
Date Adopted: August 17, 1981  
Date Last Revised: June 16, 2003

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**412. EVALUATION OF PROFESSIONAL EMPLOYEES**

- .1 There shall be a plan for regular evaluation of all professional employees of the district.
- .2 The Board directs that the district shall utilize
  - .21 the state approved evaluation form, or
  - .22 an equivalent evaluation form approved by the Board and the state.
- .3 The objectives of the district evaluation plan for professional employees are:
  - .31 to identify, improve and reinforce the skills, attitudes and abilities, which enable an employee to be effective in achieving district goals.
  - .32 to identify and suggest ways to improve on weaknesses which prevent an employee from achieving district goals.
- .4 The evaluation plan shall
  - .41 be uniform throughout the district
  - .42 provide a procedure for assessing duties and responsibilities of professional employees other than primary functions
  - .43 provide a procedure for:
    - .431 identifying and commending effective performance
    - .432 counseling and assisting professional employees on a professional basis

- .44 provide for evaluation annually of all professional employees.
- .5 The Superintendent shall prepare procedures for the conduct of employee evaluations, which shall include:
  - .51 that persons may conduct evaluations designated by the Superintendent, and the titles of those so designated
  - .52 specification of the number of times professional employees shall be evaluated annually
  - .53 specifications of the form upon which such evaluations will be recorded, along with a method of making records which ensures
    - .531 entries are based on observable and verifiable facts
    - .532 note is taken of an employee's strengths as well as weaknesses
    - .533 the same recording system will be used for all employees similarly situated
    - .534 all materials will be held confidential
    - .535 the employee has an opportunity to append a written statement thereto.
  - .54 a method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation by the Superintendent.
  - .55 establishment of the procedures to be used in evaluation as set by the Superintendent
  - .56 provisions for improving unsatisfactory performance by
    - .561 recommending how improvement can be effected
    - .562 scheduling follow-up conferences to assess change.