

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: EMPLOYEES

TITLE: EVALUATION OF
EMPLOYEES

ADOPTED: FEBRUARY 25, 2015

REVISED:

313. EVALUATION OF EMPLOYEES	
1. Purpose	Evaluation is a continuing process in which the administrative, professional and support 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 the center's goals and objectives.
2. Authority SC 1108, 1123, 1850.1 Title 22 Sec. 19.1	The Joint Operating Committee directs the performance of regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Joint Operating Committee resolutions and state law and regulations.
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop plans for the evaluation of center employees.</p> <p>The Joint Operating Committee authorizes the Administrative Director to develop a Differentiated Supervision model for professional employees in accordance with Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.</p> <p>The Administrative Director shall ensure that evaluation plans are reviewed periodically and updated as necessary.</p> <p>Evaluations shall be performed by the Administrative Director or by an assistant administrator, a supervisor, or a principal who has supervision over the work of the employee being evaluated and is designated by the Administrative Director to perform the evaluation.</p>

<p>4. Guidelines SC 1108, 1123 Title 22 Sec. 19.1</p> <p>SC 1108, 1123</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 Joint Operating Committee and the Pennsylvania Department of Education.</p> <p>Professional employees are required to be evaluated at least once each year. Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.</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 any subsequent overall rating of “needs improvement” issued by the center 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”.</p> <p>No unsatisfactory rating shall be valid unless approved by the Administrative Director.</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>References:</p> <p>School Code – 24 P.S. Sec. 1108, 1122, 1123, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 19.1 et seq.</p> <p>Joint Operating Committee Policy – 000</p>
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