

Section PROFESSIONAL EMPLOYEESTitle EVALUATION OF PROFESSIONAL
EMPLOYEESLINE MOUNTAIN SCHOOL DISTRICTDate Adopted September 26, 1979

Guide		Reference
	412. EVALUATION OF PROFESSIONAL EMPLOYEES	
1. <u>Purpose</u>	There shall be a plan for regular evaluation of all professional employees of the district.	§ 1123
2. <u>Authority</u>	The evaluation plan for professional employees shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines.	§ 1123
3. <u>Guidelines</u>	<p>The Board directs that the district shall utilize the State approved evaluation form.</p> <p>The objectives of the district evaluation plan for professional employees are:</p> <ul style="list-style-type: none"> - to identify, improve and reinforce the skills, attitudes, and abilities which enable an employee to be effective in achieving district goals - to identify and suggest ways to improve on weaknesses which prevent an employee from achieving personal goals of the district. <p>The evaluation plan shall:</p> <ul style="list-style-type: none"> - be uniform throughout the district - be individually developed for departments or schools within the district - involve employees in the evaluation and modification of the plan itself - group professional employees into position classes based upon similarities of duties, responsibilities and qualifications (i.e., teachers, counselors, health service staff, etc.); the evaluation process shall be similar for all classes of employees - provide a procedure for identifying and commending effective performance, counseling and assisting professional 	

4. Delegation
of Responsi-
bility

employees on a professional basis

- provide for evaluation of all professional employees annually

The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:

- that evaluations may be conducted by persons designated by the Superintendent and the titles of those so designated
- specification of the number of times professional employees shall be evaluated annually
- specification of the form upon which such evaluations will be recorded
- a method of making records which ensures: entries are based on observable and verifiable facts; note is taken of an employee's strengths as well as weaknesses; the same recording system will be used for all employees similarly situated; all materials will be held confidential; and the employee has an opportunity to append a written statement thereto a method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation by the Superintendent.
- establishment of the procedures to be used in evaluation as set by the Superintendent
- provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected and scheduling followup conferences to assess change.

Said procedures as prepared by the Superintendent shall have the following characteristics: They must: be clear and unambiguous in intent and in language, establish reasonable standards under all circumstances, apply in a consistent and uniform manner to all employees in the same class, and be available to employees for review before they are applied.

page

School Code

§ 1123