

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: October 14, 1991

REVISED: September 15, 1997

<p>1. Purpose SC 1108, 1123</p> <p>2. Authority SC 1123 Pol. 412</p> <p>3. Delegation of Responsibility SC 1108</p>	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>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.</p> <p>The Board directs that the evaluation plan for temporary professional employees shall utilize the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Board, which shall be consistent with the evaluation plan for professional employees wherever possible.</p> <p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <ol style="list-style-type: none"> 1. Notification to the employee as to the progress at least twice each year during the first three (3) years of employment. 2. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least two (2) times annually. 3. A written anecdotal evaluation record of both the employee's performance during observation and the employee's total performance as an employee of the district. 4. The evaluation judgment of a qualified supervisor at least six (6) months prior to the end of the initial three (3) years of employment. 5. A timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed. 6. Notice by the Superintendent to the Board at least five (5) months before the end of the initial three (3) years of employment as to the award of tenure for each temporary professional employee.
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