

**SCHUYLKILL VALLEY  
SCHOOL DISTRICT**

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Active
Adopted	February 25, 2013
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**Authority**

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, acknowledge exceptional performance and facilitate attainment of district goals and objectives.

The objectives of the district evaluation plans for employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.
2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.
3. To acknowledge exceptional performance.

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Board shall be informed periodically about the results of evaluations in a summary form.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or district-specific forms approved by the Board.[\[2\]](#)[\[3\]](#)[\[4\]](#)

**Delegation of Responsibility**

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

The Superintendent or designee shall ensure that evaluation procedures for district staff shall have the following characteristics:

1. Clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Mid-term performance discussions shall be conducted with nonprofessional employees.

5. Reviewed and updated periodically.
6. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Supervisors shall review the performance standards with the employee before the start of the initial evaluation period or within thirty (30) days after assuming a supervisory position or after acquiring a new employee under their supervision.

Each evaluation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and a copy shall be given to the employee.

Following the conference, the employee shall have the right to submit a written response to the evaluation. The written response shall be attached to the evaluation.

### Temporary Professional Employees

Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.[\[2\]](#)

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.[\[2\]](#)

Legal	1. 24 P.S. 510
	2. 24 P.S. 1108
	3. 24 P.S. 1123
	4. 22 PA Code 19.1
	22 PA Code 19.1 et seq
	24 P.S. 1122

Last Modified by Sue Christman on March 18, 2019