



Book	BHASD Policies
Section	300 Employees
Title	Evaluation of District Employees
Code	313
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Applicable Staff

ADMINISTRATIVE EMPLOYEES, PROFESSIONAL EMPLOYEES, CLASSIFIED EMPLOYEES

Purpose

Evaluation is a continuing process in which the employees and respective supervisor cooperatively identify strengths and weaknesses in the individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, 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.

Authority

The Board authorizes regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Delegation of Responsibility

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

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an assistant administrator, supervisor, or principal who has supervision over the work of the employee being evaluation and is designated by the Superintendent to perform the evaluation.

Guidelines

Professional Employees:

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 Board and the Pennsylvania Department of Education.

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.

Professional Employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished - shall be considered satisfactory.
2. Proficient - shall be considered satisfactory.
3. Need improvement - shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issue by the district 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.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Administrative Employees:

Administrative employees shall be evaluated on a regular basis. The evaluation system shall take into consideration the description listed within the ACT 93 agreement between Administrative employees and the School Board of Directors. When appropriate, the Pennsylvania Department of Education state-approved rating system shall be used.

Classified Employees:

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

1. Establishment of reasonable performance standards to permit the employee to meet performance objectives.
2. Provide a procedure for identifying and commending effective performance; counseling and assisting employees where improvement is necessary; and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.
3. Method of making and retaining personnel records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential, and the employee has an opportunity to review evaluations and append a written statement.

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1108](#)

[3. 24 P.S. 1123](#)

[4. 22 PA Code 19.1](#)

[24 P.S. 1122](#)

[22 PA Code 19.1 et seq](#)

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