

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: July 1, 1991

REVISED: February 8, 2016

412. EVALUATION OF PROFESSIONAL EMPLOYEES	
1. Purpose	<p>There shall be a plan for regular evaluation of all professional employees of the school.</p> <p>The objectives of the evaluation plan for professional employees are:</p> <ol style="list-style-type: none"> 1. To identify, improve, and reinforce the skills, attitudes and abilities, which enable an employee to be effective in achieving educational goals. 2. To identify and suggest ways to improve teaching performance which will aid an employee in achieving the educational goals of the school. 3. Based upon school goals identified in the approved Comprehensive Plan.
2. Authority SC 1123 Pol. 412-R	Professional employees shall be rated pursuant to the Executive Council policy, the School Code, Regulations of the Department of Education and the collective bargaining agreement.
3. Delegation of Responsibility SC 1108	<p>The Administrative Director or designee shall develop plans for the evaluation of professional employees.</p> <p>The Administrative Director shall ensure the evaluation plans are reviewed periodically and updated as necessary.</p>
3. Guidelines SC 1108, 1123 Title 22 Sec. 19.1	<p>The Director or designee shall prepare procedures for the preparation of employee evaluations using PDE approved evaluation forms.</p> <p>Professional employees shall be evaluated at least once each year. Temporary professional employees shall be evaluated at least twice each year.</p> <p>After the professional employee has completed a minimum of three (3) years of service time and achieved six (6) satisfactory semi-annual evaluations, the Administrative Director shall certify the evaluation of the temporary professional employee during the last four (4) months of this period as required by law and state regulations.</p>