

# SHALER AREA SCHOOL DISTRICT

POLICY 413

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: EVALUATION OF TEMPORARY  
PROFESSIONAL EMPLOYEES  
ADOPTED: September 16, 1998  
REVISED: May 16, 2001

## 413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

1. Purpose  
SC 1108, 1123  
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.
2. Authority  
SC 1123  
The Board directs that the evaluation plan for temporary professional employees shall utilize the State-approved evaluation form and shall be consistent with the evaluation plan for professional employees (Policy 412) wherever possible.
3. Delegation of Responsibility  
SC 1108  
The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the notification to the employee as to his/her progress at least twice each year during the first three (3) years of employment.

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in the improvement of deficiencies disclosed by observation and evaluation.

SC 1108  
Act 16 of 1996  
The Superintendent shall certify as to 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.

Employees shall be required to sign their evaluations only to acknowledge that they have received a copy, read it, and been afforded an opportunity to

School Code  
1108, 1123

discuss it with the evaluator. The employee's signature does not indicate agreement with the evaluation.