

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: April 18, 2002

REVISED: June 19, 2014

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the administrative employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Administrative employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of the school's goals and objectives.</p>
2. Authority SC 1108, 1123, SC 1850.1 Title 22 Sec. 19.1	<p>The Joint Operating Committee shall approve plans for regular, periodic evaluations of administrative employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Joint Operating Committee resolutions and state law and regulations.</p> <p>The Joint Operating Committee shall be informed periodically about the results of evaluations.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop plans for the evaluation of school administrative employees to be submitted for Joint Operating Committee approval.</p> <p>The Administrative Director shall ensure that evaluation plans are reviewed periodically and updated as necessary.</p> <p>The evaluation of the Administrative Director shall be performed by the Joint Operating Committee and the Superintendent of Record. All other administrative employees shall be evaluated by the Administrative Director.</p>
4. Guidelines SC 1108, 1123 Title 22 Sec. 19.1	<p>The evaluation plan for administrative employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Joint operating Committee and the Pennsylvania Department of Education.</p>
SC 1108, 1123	<p>Administrative employees shall be evaluated at least once each year.</p>

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Administrative 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. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of “needs improvement” issued by the school 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 administrative employee shall be rated “needs improvement” or “failing” solely based upon student test scores.

No unsatisfactory rating of the Administrative Director shall be valid unless approved by the Joint Operating Committee and the Superintendent of Record.

No unsatisfactory rating for other administrative employees shall be valid unless approved by the Administrative Director.

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

Administrative employees who receive an overall performance rating of “needs improvement” or “failing” shall participate in a Performance Improvement Plan.

References:

School Code – 24 P.S. Sec. 1108, 1122, 1123, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 19.1 et seq.

Joint Operating Committee Policy – 000