

SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: May 16, 2002

REVISED:

	412. EVALUATION OF PROFESSIONAL EMPLOYEES
1. Purpose	There shall be a plan for regular, periodic evaluation of all professional employees of the center.
2. Authority SC 1123	<p>The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Joint Operating Committee.</p> <p>The Joint Operating Committee directs that the administration shall utilize for evaluation of professional employees the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Joint Operating Committee.</p>
3. Guidelines	<p>The objectives of the center's evaluation plan for professional employees are:</p> <ol style="list-style-type: none"> 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving established goals. 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving established goals. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be uniform throughout the center. 2. Group professional employees into position classes based upon similarities of duties, responsibilities, and qualifications (i.e., teachers, counselors, health service staff, etc.); the evaluation process shall be similar for all classes of employees. 3. Provide a procedure for counseling and assisting employees on a professional basis. 4. Provide for evaluation of all professional employees annually.

<p>4. Delegation of Responsibility</p> <p>SC 1123</p>	<p>The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which include:</p> <ol style="list-style-type: none"> 1. Evaluations may be conducted by persons designated by the Administrative Director. 2. Specification of the number of times professional employees shall be evaluated annually. 3. Specification of the form upon which such evaluations will be recorded. 4. Method of making and retaining records which ensures that entries are based on observable and verifiable facts; note is taken of an employee's strengths, as well as weaknesses; same recording system is used for all employees similarly situated; all materials will be held confidential; and employees have an opportunity to append a written statement. 5. Method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation. 6. Specification of how performance objectives will be established. 7. Establishment of the procedures to be used in evaluation. 8. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Administrative Director or designee shall have the following characteristics:</p> <ol style="list-style-type: none"> 1. Be 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. Be available to employees for review before they are applied. 5. Be reviewed and updated.
---	--