

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: July 12, 2010

REVISED: June 13, 2016

<p>1. Purpose</p> <p>2. Authority SC1123</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>SC 510</p>	<p style="text-align: center;">312. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p> <p>There shall be a plan for regular and periodic evaluation of all administrative employees.</p> <p>The evaluation plan for administrative employees shall be in accordance with the State plan for such purposes or in accordance with a plan approved by the Board.</p> <p>The Board directs that the district shall utilize the State approved evaluation form or an evaluation form equivalent to the State approved form and approved by the Board.</p> <p>The Superintendent shall develop procedures for such evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes.</p> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be in accordance with the PA state regulations. 2. Provide for evaluation of all professional employees. <p>Each year a performance review conference between the Superintendent or designee, and the administrative employee will be scheduled prior to June 30. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>The employee shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report.</p> <p>In situations in which circumstances warrant an immediate administrative evaluation of an unsatisfactory nature, an immediate evaluative conference will take place including the institution of an Improvement Plan designed to raise the performance of the administrator in the area in question to an acceptable and satisfactory level.</p> <p>References: School Code – 24 P.S. Sec. 150, 2107</p>
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