

MONTGOMERY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL EMPLOYEES
ADOPTED: February 16, 1981
REVISED: February 11, 1997

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
1.Purpose SC 1108, 1123	There shall be a plan for the evaluation of temporary professional employes that recognizes their special needs and the special requirements of law for such employes.
2.Authority SC 1123	The Board directs that the evaluation plan for temporary professional employes shall utilize the State approved evaluation form approved by the Board, and shall be consistent with the evaluation plan for professional employes (Pol. 412) wherever possible.
3.Guidelines SC 1108	<p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <ol style="list-style-type: none"> 1. Notification to the employe as to the progress at least twice each year during the first three (3) years of employment. 2. The observation of each such employe in the performance of assigned duties by an appropriate supervisor at least four (4) times annually. 3. A written anecdotal evaluation record of both the employe's performance during observation and the employe's total performance as an employe of the district. 4. The evaluation judgment of a qualified supervisor at least six (6) months prior to the end of the initial three (3) years of employment. 5. A timely conference between the employe and the evaluating supervisor during which the employe's weaknesses and strengths are discussed. 6. Notice by the Superintendent to the Board at least five (5) months before the end of the initial three (3) years of employment as to the award of tenure for each temporary professional employe.
4.Delegation	Administrators responsible for supervising temporary professional employes shall

