

Book	Policy Manual
Section	3000 Employees
Title	Evaluation of Employees
Code	3013
Status	First Reading

### **Purpose**

Evaluation is a continuing process in which employees and their respective supervisors cooperatively identify strengths and areas for improvement in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate the attainment of Charter School (School) goals and objectives.

### **Authority**

The Board of Trustees (Board) shall approve plans for regular and periodic evaluations of administrative, professional, and support employees consistent with applicable administrative compensation plans, individual contracts, Board resolutions, and state and federal laws and regulations.[\[1\]](#)[\[2\]](#)

When appropriate, the Board shall be informed periodically about the results of evaluations.

### **Delegation of Responsibility**

The Chief Academic Officer or designee shall develop plans and administrative procedures for the evaluation of School employees and ensure that they are reviewed periodically and updated, as necessary.

Evaluations shall be conducted by the Chief Academic Officer or administrators who have supervision over the work of the employee being evaluated, and are designated by the Chief Academic Officer to perform the evaluation.

### **Guidelines**

Evaluators shall provide employees with a signed copy of the evaluation report.

Staff observations shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

Within ten (10) days of the conference, the employee shall have the right to submit written comments on the evaluation; a copy of the comments shall be placed in the employees' personnel file. .

Employees with similar classifications or job functions shall be evaluated in a consistent and uniform manner.

[1. 24 P.S. 1716-A](#)

[2. 24 P.S. 1724-A](#)