

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES  
ADOPTED: FEBRUARY 19, 1996  
REVISED:

# Lebanon School District

	412. EVALUATION OF PROFESSIONAL EMPLOYEES	1
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1. Purpose	There shall be a plan for regular evaluation of all professional employes of the district.	5
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2. Authority	The evaluation plan for professional employes shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines.	8
SC 1123		9
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	A system of supervision of all professional employes shall be developed and maintained by the Board. The system shall encompass supervision by the administrative staff and supervisors as directed by the Superintendent. The primary purpose of the supervision process is the improvement of instruction.	12
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	All professional employes shall be evaluated by an approved rating system. The rating system shall be under the supervision of the Superintendent and conducted by his/her designee who supervises the work of the professional employe being rated.	21
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	In all instances where a professional employe is in danger of receiving an unsatisfactory rating, the Superintendent shall be notified immediately. No unsatisfactory rating shall be valid unless signed by the Superintendent.	28
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	Copies of ratings and letters of evaluation shall be placed in each professional employe's personnel file.	34
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	Page 1 of 1	