

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF  
TEMPORARY PROFESSIONAL  
EMPLOYEES

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Authority <b>SC 1108, 1123</b> <b>Pol. 412</b></p> <p>3. Guidelines SC 1108</p> <p>4. Delegation of Responsibility</p> <p>SC 1108</p>	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for the evaluation of temporary professional employees that recognizes their <b>conditions of employment</b> and the requirements of law.</p> <p>The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.</p> <p>Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p><b>Each temporary professional employee shall be observed</b> in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.</p> <p>A timely conference <b>shall be held</b> between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed <b>as part of the evaluation.</b></p> <p>The Superintendent <b>or designee</b> shall develop procedures for the evaluation of temporary professional staff members.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p>
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