

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: December 16, 2004

REVISED: August 17, 2006

<p>1. Purpose</p> <p>2. Authority SC 1108, 1123 Pol. 412</p> <p>3. Guidelines SC 1108</p> <p>4. Delegation of Responsibility</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 special needs and the requirements of law.</p> <p>The Joint Operating Committee 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 notified of his/her progress at least twice each year during the first three (3) years of employment.</p> <p>Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.</p> <p>A written, anecdotal evaluation record shall be maintained of the employee's performance during observation and the employee's total performance as an employee of the school.</p> <p>A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed.</p> <p>The Administrative Director or designee shall develop procedures for the evaluation of temporary professional staff members.</p> <p>The Administrative Director shall ensure the evaluation judgment of a qualified supervisor at least six (6) months prior to the end of the initial three (3) years of employment.</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>
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SC 1108	The Administrative Director 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 and notify the Joint Operating Committee.
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