

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: December 16, 2004

REVISED: August 17, 2006

REVIEWED: June 19, 2025

	412. EVALUATION OF PROFESSIONAL EMPLOYEES
1. Purpose	There shall be a plan for regular, periodic evaluation of all professional employees of the school.
2. Authority SC 1123	<p>The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Joint Operating Committee.</p> <p>The Joint Operating Committee directs that the administration shall utilize for evaluation of professional employees the state approved evaluation forms with supporting documentation.</p>
3. Guidelines	<p>The objectives of the school's evaluation plan for professional employees are:</p> <ol style="list-style-type: none"> 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving established goals. 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving established goals. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be in accordance with terms of the collective bargaining agreement. 2. Be uniform throughout the school and provide for both academic and career and technical professional employees. 3. Provide a procedure for assessing duties and responsibilities other than primary functions. 4. Provide a procedure for identifying and commending effective performance, as well as counseling and assisting employees on a professional basis. 5. Provide for evaluation of all professional employees annually.

412. EVALUATION OF PROFESSIONAL EMPLOYEES - Pg. 2

<p>4. Delegation of Responsibility</p> <p>SC 1123</p>	<p>The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which include:</p> <ol style="list-style-type: none"> 1. Evaluations may be conducted by persons designated by the Administrative Director. 2. Specification of the form upon which such evaluations will be recorded. 3. Method of making and retaining records which ensures that: <ol style="list-style-type: none"> a. Entries are based on observable and verifiable facts. b. Note is taken of an employee's strengths, as well as weaknesses. c. Same recording system is used for all employees similarly situated. d. All materials will be held confidential. e. Employees have an opportunity to append a written statement. 4. Method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation. 5. Specification of how performance objectives will be established. 6. Provisions for improving unsatisfactory performance by: <ol style="list-style-type: none"> a. Offering an improvement plan. b. Recommending actions for improvement. c. Scheduling follow-up conferences to assess change. 7. Establishment of practices and procedures which provide written reports and relevant data and information to the professional employee.
---	--

School Code
1123, 1850.1