


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Employee	EE21-0901
	Evaluation Policy for Certified Staff	ADOPTED DATE: September 21, 2021 REVISED DATE: April 16, 2024

Purpose

Evaluation is a continuous process in which the administration and the respective certified staff cooperatively identify strengths and areas of growth in an individual's job performance. Certified staff evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate the attainment of the School's mission, vision, strategic goals, and state objectives.

Authority

The Board of Trustees shall approve the evaluation plan for annual evaluations of certified staff consistent with applicable individual appointment agreements, Board resolutions, and PA school code.

The Board shall be informed annually about the results of evaluations.

The CEO will be the point of contact with the Pennsylvania Department of Education and submit requested information and annually required reports.

Delegation of Responsibility

The CEO, Principal, and Director, Student Services shall develop plans for the evaluation of certified staff to be submitted for Board approval.

The Board authorizes the CEO, Principal, and Director, Student Services to develop a Differentiated Supervision model for certified staff in accordance with the Pennsylvania Department of Education's guidelines and in consultation with the Board Academic Committee.

The CEO shall ensure that evaluation plans are reviewed and updated as necessary. Evaluations shall be performed for the certified staff that the Principal and Director, Student Services supervise and is designated by the CEO to perform the evaluation.

Guidelines

The evaluation plan for all certified staff, including temporary certified employees, shall utilize the appropriate state-approved rubric and rating form. Locally developed forms and evaluations will only be utilized if research-based and approved by the Board.

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All certified staff are required to be evaluated at least once each year. Newly hired certified staff are considered probationary for the first three years of their employment, at which time they must have demonstrated satisfactory performance, professional conduct, and contribution to the school's mission to transition from probationary status.

All new and temporary certified staff shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice yearly during the probationary period.

Certified staff and temporary employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of “needs improvement” issued by the school within ten (10) years of the first overall rating of “needs improvement” where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No certified staff or temporary employee shall be rated “needs improvement” or “failing” solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the CEO or designee.

A signed copy of the rating form shall be provided to the employee and submitted to CEO, who ensures forms are kept on file and submitted to PDE, when requested. Employees have access to the evaluations maintained in their personnel file based upon a request to the CEO.

Certified staff and temporary employees who receive an overall performance rating of “needs improvement” or “failing” may be subject to a Performance Improvement Plan.