

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 313.1

Section: 300 Employees

Title: Evaluation of
Professional Employees

Adopted: April 27, 1981

Revised: June 23, 2022

313.1 EVALUATION OF PROFESSIONAL EMPLOYEES¹

Purpose

The Board of Education (“Board”) is committed to giving each student what they need to reach their fullest potential, including access to employees who are regularly evaluated on their job performance and given the opportunity to grow professionally. The purpose of this policy is to define the process by which the School District of Philadelphia (“District”) will evaluate Professional Employees and Temporary Professional Employees. These evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of District goals and objectives.

Authority

As required by the Pennsylvania Public School Code, the Board shall approve plans for regular, periodic evaluations of Professional Employees and Temporary Professional Employees, as defined by the Pennsylvania Public School Code, consistent with law, applicable administrative compensation plans, individual contracts, collective bargaining agreements, and Board resolutions. [1]

Delegation of Responsibility

The Board directs the Superintendent or their designee to develop plans for the evaluation of Professional Employees and Temporary Professional Employees and to review the evaluation plans periodically and updated as necessary.

Definitions

Professional Employee: A professional employee is: 1) a classroom teacher who provides direct instruction to students related to a specific subject or grade level; 2) a non-teaching professional who provides services other than classroom instruction or is an educational specialist; and 3)

¹ This policy was previously numbered Policy 313 but was renumbered to 313.1 following the January 25, 2024 Board Meeting.

principals, assistant principals, vice principals, directors of career and technical education and supervisors of special education. [2]

Temporary Professional Employee: Non-tenured classroom teachers or non-tenured non-teaching professionals. [2]

Mandatory Regulatory Procedures

Evaluation plans shall:

1. Be clear and unambiguous in intent and language;
2. Establish objectively reasonable standards;
3. Apply in a consistent and uniform manner to all employees in the same class; and
4. Place emphasis on the identification and development of the knowledge, skills, and attitudes which improve employee competency.

Ratings shall be performed by or under the supervision of the chief school administrator or, if so directed by the chief school administrator, by an assistant administrator, a supervisor, or a principal who has supervision over the work of the Professional Employee or Temporary Professional Employee being rated, except that no unsatisfactory rating shall be valid unless approved by the chief school administrator. [3]

Findings of an evaluation shall be objective and shall cite observable and verifiable data.

The evaluation plan for Professional Employees and Temporary Professional Employees shall comply with the law and utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education. [1][4]

All completed evaluation materials shall be confidential and disclosed only as the law permits. [5][6][7]

Legal References:

1. [24 P.S. 11-1108](#)
2. [24 P.S. § 11-1101](#)
3. [24 P.S. 11-1138.9](#)
4. [24 P.S. 11-1138.7](#)
5. [65 P.S. § § 67.101—67.3104](#)
6. [43 P.S. §1331, et seq.](#)
7. [Policy 234](#) - Personnel Files

Related Information:

[24 P.S. 1122](#)

[Philadelphia Home Rule Charter - 12-300](#)