

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 313

Section: 300 Personnel

Title: Employee Evaluations

Adopted: January 25, 2024

Revised:

313 EMPLOYEE EVALUATIONS¹

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 have the skills, training and mindsets necessary to support the achievement of the District’s goals and objectives. The purpose of this Policy is to promote professional growth, positive behavior, and attainment of District goals and objectives through a regularized evaluation of employee performance.

Authority

As authorized by the Pennsylvania Public School Code, the Board may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs.[1] This Policy does not replace the requirement set forth for the evaluation of employees as defined by law.[2][3][4]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Talent, to develop administrative procedures, effective for central office employees beginning in the 2024-2025 school year and other employees not already evaluated in the 2025-2026 school year, that guide the District in evaluating employees. At a minimum the criteria must:

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 comparable positions; and
4. Place emphasis on the identification and development of the knowledge, skills, and attitudes which improve employee competency.

¹ Policy 313 was previously titled Evaluation of Professional Employees. However, this policy was renumbered to 313.1 following the January 25, 2024 Board Meeting. Policy 313 then became this policy, Employee Evaluations.

Evaluations shall comply with the law and utilize the applicable rating criteria for the employee's position.[3]

Each department chief or school principal is responsible for the evaluation of each employee in their school or department in accordance with this Policy and its Administrative Procedures. Each employee shall be evaluated by their direct supervisor, unless the department chief or school principal has directed otherwise.[4] Objective and observable criteria will be used during evaluations.

All draft or completed evaluation materials shall not be subject to public access and will be disclosed only as permitted by the law and Board policies. [5][6][7]

Legal References

1. [24 P.S. § 5-510](#)
2. [24 P.S. 11-1125.1](#)
3. [24 P.S. 11-1138.7](#)
4. [24 P.S. 11-1138.9](#)
5. [65 P.S. § § 67.101—67.3104](#)
6. [43 P.S. §1331, et seq.](#)
7. [Policy 234](#) - Personnel Files

Related Information

[Policy 313.1 - Evaluation of Professional Employees](#)