

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Evaluation of Employees

ADOPTED: April 27, 1981

REVISED: May 18, 2017

313 EVALUATION OF EMPLOYEES

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

Authority

The School Reform Commission shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with law, applicable administrative compensation plans, individual contracts, collective bargaining agreements, and SRC resolutions. Central office administrative staff are not covered by this policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of district employees and shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an assistant administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

Guidelines

Evaluation plans shall:

1. Be clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.

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

Efforts shall be made to involve the employee in developing specific performance goals and methods for attaining such goals, to the greatest extent possible.

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 utilize the appropriate state-approved rating form or an alternative rating tool approved by the SRC and the Pennsylvania Department of Education.[\[1\]\[2\]](#)

All completed evaluation materials shall be confidential and disclosed only as the law may provide.

Legal References:

1. 24 P.S. 1108
2. 24 P.S. 1123

Related Information:

24 P.S. 1122

Philadelphia Home Rule Charter - 12-300