

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES**

**TITLE: EVALUATION OF  
ADMINISTRATIVE EMPLOYEES**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: JUNE 18, 2014**

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. PURPOSE	<p>Evaluation is a continuing process in which the administrative employee and program supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of intermediate unit goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all administrative employees, including the Assistant Executive Director. The Board shall be informed periodically about the results of those evaluations.</p>
2. AUTHORITY	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
3. DELEGATION OF RESPONSIBILITY	<p>The Executive Director or designee shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Executive Director or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. GUIDELINES	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures.</li> <li>2. Employee's self-evaluation.</li> <li>3. Joint review of job description by the evaluator and employee.</li> <li>4. Identification of areas of strength.</li> <li>5. Identification of areas of weakness with suggestions for improvement.</li> <li>6. Opportunity to appeal the results of his/her evaluation.</li> </ol>

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Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.

