

Delaware Area Career Center

PROCEDURE FOR CONTINUOUS EVALUATION OF THE PERFORMANCE AND EFFECTIVENESS OF EMPLOYEES

OBJECTIVE

To ensure that students have access to the finest and most effective career-technical education and training possible by assuring that the instructional staff, administrative personnel, and support staff achieve and maintain the highest level of competency attainable.

PURPOSE

- A. To assure staff competency
- B. To provide adequate, objective data related to job performance.

PROCEDURES

1. The observation form will serve to indicate the staff person's performance in program management, the instructional process, and professional image.
2. All staff will be observed annually and as needed.
3. The staff person will receive a copy of the observation sheet from his/her coordinator.
4. Pre/post conferences will be at the option of the parties involved.