

EVALUATION OF PROFESSIONAL STAFF - ADMINISTRATORS

The Superintendent and Assistant Superintendent shall implement and supervise an evaluation system for all administrative personnel. He/she shall report to the Board annually and make recommendations regarding their employment.

Formal evaluations shall be made at least once a year, but more often during the first two years of employment. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position shall be in written form and made permanently available to the administrator.
2. Evaluation shall be made by the Superintendent and/or his/her designee.
3. Results of evaluations shall be put in writing and shall be discussed with the administrator by the person who makes the evaluation.
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation.
5. All results of the evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

Adopted: October 11, 1994
Reviewed: January 22, 2002
Reviewed: May 4, 2009