

ADMINISTRATOR/DIRECTOR EVALUATION
Policy No. 308

I. PURPOSE

It is necessary and desirable for the benefit of the School District and district administrators to have a systematic written performance review and appraisal of all district administrators.

II. GENERAL STATEMENT OF POLICY

1. The Superintendent shall evaluate and assess in writing, as described in job description, the performance of every district administrator. This written evaluation shall be conducted at minimum of once per year and shall be completed no later than June 30 each year.
2. Each administrator and the Superintendent shall meet and discuss the evaluation process, and thereafter the Superintendent shall adopt an evaluation format to carry out the evaluation. The evaluation shall be based upon established performance goals and the position description of the administrator/director.
3. The evaluation process shall seek input from a reasonable number of employees familiar with the work of the Administrator. A majority of these individuals shall be employees under the direct supervision of the Administrator. In cases in which the Administrator does not supervise at least 4 employees, other alternate individuals as needed can be chosen. These individuals shall be chosen jointly by the administrator and the Superintendent. This input will be gathered in writing using an evaluation instrument chosen by the Superintendent. The individual evaluations shall be compiled by the Superintendent into a single comprehensive evaluation. This comprehensive evaluation shall include laying out performance goals for the next evaluation cycle. Input from the chosen individuals shall be held in confidence.
4. The Superintendent shall meet with the administrator and provide a written summation of the evaluation. The administrator shall be provided a copy of the written evaluation as provided herein. In the event that the Superintendent determines that the performance of the administrator is unsatisfactory in any respect, he/she shall describe in writing, in reasonable detail the specifics of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances when the Superintendent deems performance to be unsatisfactory. The written evaluation shall become a part of the administrator's personnel file. The administrator shall have the right to make a written response to the evaluation. This response shall be to the Superintendent and be placed in the administrator's personnel file. Upon request of the administrator, the Superintendent will meet with the administrator within 30 days of such request to discuss the evaluation.
5. Though the Superintendent shall retain responsibility for the completion of every evaluation, in cases in which someone other than the superintendent is an employee's direct supervisor, he or she may designate all or part of the evaluation to the supervisor when deemed necessary.