ADMINISTRATION

Evaluation of Administrative Staff

Each district administrator shall be evaluated at least annually in order to provide guidance and direction to the staff member in the performance of his/her assignment. Each administrator shall be evaluated on the basis of his/her job description, accomplishment of annual goals and performance objectives and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the school district. Such criteria may include, but not be limited to, performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in student, staff, citizens and program; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The evaluatee shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

Legal Reference:	RCW 28A.405.100	Minimum Criteria for the Evaluation of Certificated Employees, Including Administrators-Procedure--Scope--Penalty
	28A.405.230	Conditions and Contracts of Employment--Transfer of Administrator to Sub-Ordinate Certificated Position—Procedure

Adopted: October 13, 1993