

ADMINISTRATION

Administrative/Management Appraisal

A process of appraisal/evaluation of administrative/management personnel will be developed and implemented by the superintendent. Performance appraisal will normally be conducted according to the administrative line-staff chart, Board of Directors Policy No. 6100.

As assigned by the superintendent, performance appraisal of principals will normally be conducted by the appropriate level director or administrative assistant (TAVSC). However, the superintendent may delegate appraisal of principals to other district office administrators. Appraisal of other program administrators or supervisors will be conducted by the department supervisor or as assigned by the superintendent.

The appraisal process for administrative/management personnel will be formative. In other words, it will be an ongoing process. It will feature goal setting, appraisal of job descriptions, and any other requirements that may be imposed by the Legislature, State Board of Education or the Kennewick School District.

As an example of the formative process that will be used in appraising all leadership personnel, the superintendent will follow the below listed procedure in appraising those directly under his supervision:

1. August/September Meeting - Initial Meeting
 - a. Discuss job description.
 - b. Discuss and reach agreement on personal goals for the year.
 - c. General sharing between the superintendent and administrator.
 - d. Discuss responsibilities related to District goals and objectives.
2. Late Fall Meeting
 - a. Review job description.
 - b. Review progress of personal goals.
 - c. Review responsibilities related to District goals and objectives.
 - d. General sharing.
3. February Meeting
 - a. Review job description.
 - b. Review progress of personal goals.
 - c. Review responsibilities related to District goals and objectives.
 - d. General sharing.
4. April Meeting
 - a. Verbal self-evaluation by appraisee.
- strengths-commendations

Administrative Regulation No. 6410.1
Administrative/Management Appraisal - Continued

- yearly goals
 - possible goals for improvement
 - possible goals for the future
 - b. Verbal feedback from superintendent.
 - c. General sharing.
5. By June 30, the appraisee will submit the following to the superintendent:
- a. Written self-evaluation of job description.
 - b. Written self-evaluation of personal goals.
 - c. Written self-evaluation of the school year.
 - d. Additional miscellaneous information as desired.
 - e. Possible goals to be pursued for the next school year.
6. During July the superintendent will write a narrative evaluation appraising the performance of the appraisee for the recently concluded school year. A copy will be given to the appraisee, necessary discussion will occur, the appraisee will acknowledge receipt of the evaluation by signing it, and a copy will be placed in the personnel file.

Other administrators responsible for evaluating administrative or management personnel will design a process to complete this responsibility similar to that noted above. Copies of all final appraisals will be submitted to the superintendent and will be placed in the appropriate personnel file.