



Sumner School District
...a great place to learn!

Regulations & Procedures No. 5240-P
Personnel

EVALUATION OF STAFF

Evaluation of Administrative Employees

A written performance evaluation will be prepared and provided to the evaluatee annually. The establishment of timelines is the responsibility of the superintendent and will be communicated through the Executive Director of Human Resources in the standard operating procedures. The evaluation report will be signed and dated by both parties. The supervisor and administrator being evaluated shall each retain one copy of the evaluation report and one copy shall be placed in the administrator's personnel file. The person being evaluated shall have the right to submit and attach a written addendum to his/her evaluation following the conference.