

ADMINISTRATOR EVALUATION PROCEDURE

Format of Evaluation Instrument

The Board shall approve an Administrator evaluation instrument that is reasonably related to the Administrator’s job description and the goals and objectives of the District (see CAAB-E1). The evaluation instrument shall require board members to rate the Administrator’s performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Administrator as unsatisfactory in any area they shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the Administrator’s evaluation.

Evaluation Process

The Board shall evaluate and assess the performance of the Administrator according to state law.

Twice a year, the Board President shall schedule a board meeting to discuss and approve the Administrator’s evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall tally and combine all ratings and comments contained on individual board member’s evaluations onto one document (see CAAB-E3) and should provide a copy of this document to all board members prior to the meeting in which the Administrator’s evaluation will be discussed and approved (see CAAB-E4). Any discrepancies among board members about the Administrator’s rating in any of the performance areas evaluated must be discussed and a decision reached through a roll call vote of a simple majority of the Board, at the open meeting, when the evaluation is discussed. For any performance area rated as unsatisfactory, the Board, through a roll call vote, shall approve all comments explaining this rating and all recommendations for improvement. All board-approved comments and recommendations must be included on the evaluation that the Board provides to the Administrator.

Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Administrator. The Board President shall present a copy of the approved evaluation to the Administrator and place a copy of the approved evaluation in the Administrator’s personnel file. Administrator evaluations must be retained for six years after the Administrator separates from district employment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Administrator Job Descriptions
- CAAB-E1, Administrator Evaluation Template
- CAAB-E2, Administrator Evaluation Worksheet
- CAAB-E3, Administrator Evaluation Summary
- CAAB-E4, Sample Motion for Administrator Evaluation