

ADMINISTRATION

Evaluation of Administrative Personnel

Administrative personnel will be evaluated in keeping with this ~~f~~R regulation.

A. ~~Orientation~~New Hire Training

~~B. — The evaluation process and procedure will be reviewed with new employees. It is the responsibility of the department to review the instrument with employees. The evaluation process and procedure will be reviewed with staff members.~~

~~G.B.~~Schedule of Evaluations for Administrators- Non-Instructional

- ~~1. During the first three (3) years of service, the employee will be evaluated annually.~~
- ~~2.1. Thereafter, Evaluations for administrative employees are on a three-year cycle. However, department heads may choose to evaluate their administrators more frequently administrators who have completed three (3) or more years of experience in these same positions within the School Division will be evaluated every three years, at a minimum.~~
- ~~2. Interim evaluations will be at the option of the appropriate supervisor unless performance is unsatisfactory. In cases of unsatisfactory performance, additional evaluations are expected to be entered into the online evaluation system.~~
- ~~3. Evaluations must be completed by deadlines established by Human Resources An individual may request additional evaluations.~~
- ~~3.4. A copy of the evaluation will be maintained in the employee's personnel file.~~

C. ~~Supervisors may conduct additional evaluations at any time.~~Schedule of Evaluations for Administrators- Instructional

- ~~1. Principals, Assistant Principals, and Instructional Supervisors will be evaluated in accordance with Code of Virginia requirements.~~
- ~~4.2. The division s Superintendent or designee shall implement such performance evaluation process in making employment recommendations to the School Board.~~

Legal Reference

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Related Links

School Board Policy 2-40

School Board Policy 2-41

School Board Policy 2-53

Approved by Superintendent: August 14, 1993

Revised by Superintendent: December 9, 2013

Revised by Superintendent:

Cheryl R. Woodhouse

9/27/2023

APPROVED AS TO
LEGAL SUFFICIENCY

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