

ADMINISTRATIVE EVALUATION RESPONSIBILITIES

Administrators who have responsibilities for staff members who function in non-teaching capacities will be responsible for conducting annual evaluations. The evaluations will be limited to the specific non-teaching tasks that these staff members perform.

Policy Adopted:
June 4, 2001
Policy Revised:
November 22, 2021

Administrative Regulations**ADMINISTRATIVE EVALUATION RESPONSIBILITIES**

Evaluation of Lead Teachers - Appointments of lead teachers are made for one (1) year. All lead teachers must be appointed by the school board on a yearly basis. All applicants must apply for appointment in compliance with instructions from the human resources office. Academic directors in consultation with principals will be responsible for the preparation of a yearly evaluation report. Yearly evaluation of lead teachers will consist of a narrative and conference, both of which must be completed by the last day of school. The evaluation is to be limited to lead teacher functions. The written evaluation must be submitted to the human resources office by June 30.

Evaluation of Deans - Appointments of deans are made for one (1) year. All deans must be appointed by the school board on a yearly basis. All applicants must apply for appointment in compliance with instructions from the human resources office. Principals of schools in which deans serve will be responsible for the preparation of evaluation reports of each dean. Yearly evaluation of deans will consist of a narrative and conference, both of which must be completed by the last day of school. The evaluation is to be limited to dean functions. The written evaluation must be submitted to the human resources office by June 30.

Evaluation of Consultant Teachers - Appointments of consultant teachers are made for one (1) year. All consultant teachers must be appointed by the school board on a yearly basis. All applicants must apply for appointment in compliance with instructions from the human resources office. Department administrators in consultation with principals will be responsible for the preparation of a yearly evaluation report. Yearly evaluation of consultant teachers will consist of a narrative and conference, both of which must be completed by the last day of school. The evaluation is to be limited to consultant teacher functions. The written evaluation must be submitted to the human resources office by June 30.

Evaluation of Staff Developers - Appointments of staff developers are made for one (1) year. All staff developers must be appointed by the school board on a yearly basis. All applicants must apply for appointment in compliance with instructions from the human resources office. Department administrators in consultation with principals will be responsible for the preparation of a yearly evaluation report. Yearly evaluation of staff developers will consist of a narrative and conference, both of which must be completed by the last day of school. The evaluation is to be limited to staff developer functions. The written evaluation must be submitted to the human resources office by June 30.

Regulations Revised:

June 4, 2001

Regulations Revised:

November 22, 2021