

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2025
ADMINISTRATION

ADMINISTRATIVE EVALUATIONS

All Humboldt County principals, Assistant and Associate Superintendents shall be evaluated in writing by the Superintendent's office at least once a year consistent with NRS. Full time vice-principals shall be evaluated by his/her principal in consultation with the Superintendent's office at least once a year consistent with NRS.

A standard form shall be used for all evaluations, and the written evaluation shall be followed by a conference.

Administrator evaluations will be based on a goal setting model with the Superintendent and principal jointly developing goals. The goals shall be centered on the following main areas:

Curriculum and Instructional Leadership

- A. Evidence of Goals - Is there evidence, either written or of some other type, that there is a planned purpose to curriculum decisions?
- B. Needs Assessment - Can it be demonstrated that needs are regularly being identified and that program changes are made based on those needs?
- C. Program Initiation & Innovation - Are new programs instituted and are some of the innovative?

Personnel Management

- A. Evaluation - Is the district evaluation procedure followed? Are evaluations clear and consistent?
- B. Professional Working Relationships - Are there open avenues of communication between staff and administration? Is a high degree of professionalism evident in all dealings with staff members?
- C. Staff Development - Is there a program in place with the direct aim of improving performance of staff members?

Student Management

- A. Evaluation and Placement - Is there a planned system by which students are placed? Has someone been identified as being directly responsible for student evaluation?
- B. Rapport - Are there open lines of communications between students and administration?
- C. Discipline - Do disciplinary methods regularly generate parental concerns? Are rules and standards clearly established and communicated to students and parents before problems arise?
- D. Activities - Are extra-curricular activities diversified and appropriate for the age group involved? Are they adequately supervised?

School Management

- A. Budgeting & Finance - Is a budget established and adhered to? Are student activity funds responsibly handled?
- B. Development of Rules, Regulations and Procedures - Are school policies set forth in writing and distributed to all concerned? Are policies adhered to consistently? Are rules, etc., established with input from those involved?
- C. Reports and Reporting - Is reporting done promptly and competently?
- D. Plant and Facility - Is the plant well maintained and good repair?
- E. Climate - Is the school climate characterized by harmony, calmness, efficiency and a commitment to learning?

Community and Parent Relations

- A. Informing Parents and Community - Are there clear-cut procedures whereby parents are kept informed? Is input from the community of a positive nature?
- B. Encouraging Community Involvement - Are there programs which get community members into the school? Are parents invited into the school on a regular basis?
- C. Support of Community Needs - Are groups within the community allowed to use the facility and disseminate appropriate information through the school?