

SECTION 205 EVALUATION OF ADMINISTRATIVE PERSONNEL

The district administrator shall have the responsibility of evaluating the administrative staff. Staff shall be evaluated on their ability to carry out their responsibilities as described in the job description for their position, and such other duties as prescribed by the Board and/or the district administrator.

In order to assure effective educational leadership for this school district, the Board adopts the following:

1. Annually:
 - a. Every administrator or supervisor will set job goals for the coming year, and make an evaluation of last year's goals, and submit both to the district administrator.
 - b. Teachers may file an evaluation of their administrative supervisor and submit it to the district administrator.
 - c. The district administrator will provide the Board with a summary report for each member of the administrative staff.
2. The district administrator shall annually hold individual conferences with each administrator to set individual goals for the coming school year and evaluate accomplishment of the previous year. The administrator shall be evaluated annually and sign the evaluation, indicating neither agreement nor disagreement, but that the administrator has conferred with the District Administrator regarding the evaluation. A copy of the evaluation will be retained in the file and a copy will be presented to said administrator.
3. The Board will call a meeting with the district administrator to review the evaluation of the administrator's performance. Information received considering performance will remain confidential.

At this time the district administrator will submit a brief outline of specific goals for the job and for the district for the coming year, and evaluation of performance of the district administrator will be based upon the meeting of those goals. At the same meeting Board members will respond to this self-evaluation with the district administrator. Should the need arise, the Board may meet in closed session without the district administrator present to discuss evaluation of the district administrator.

These evaluations will be kept by each succeeding board president.

4. Before the budget for the coming year is determined, the district administrator will make salary recommendations for supervisory personnel based on the guidelines recommended by the Board, and upon evaluations of the supervisory personnel's performance. The Board will make final determination of administrative salaries.
5. The district administrator shall be responsible for the supervision of administrative personnel.

Original Policy: September 9, 1974

Approved - Dec. 12, 1983

Revised - June 2, 1997