

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes. Such criteria shall include but is not limited to the adopted goals for the District, performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; investment in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within 10 business days-following the conference.

Principals, assistants and directors shall be evaluated, and re-employed annually during the second regular meeting in February. If the administrator resigns, or is not re-employed, the Superintendent will determine application requirements as prescribed in the policy. The contract will be for a length of school year as determined by the Board.

Cross Reference: 6300

Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: I.C. § 33-518

Employee Personnel Files

Policy History:

Adopted on: 022607

Revised on: 09/16/19

Prior Board Policy: CGI