

## **General School Administration**

### **Evaluation of Administrative Personnel**

The Board of Education recognizes that the evaluation of administrative personnel must be a cooperative, continuous process designed to improve both the administration and educational quality of District programs. The Board expects administrative personnel to possess those qualities of leadership that motivate all members of their staff to work for the improvement of the total educational program.

In the belief that the evaluation of administrative personnel should be an appraisal of individual performance, the Board has established the following procedures for evaluation:

The appraisal system will be action oriented. The respective Deputy and Assistant Superintendents, in cooperation with the administrators being evaluated, will establish written goals, set an action plan and apprise progress toward these goals. The Superintendent will be kept apprised of all aspects of the appraisal process.

The Superintendent will have an appraisal conference with Deputy and Assistant Superintendents will have an appraisal conference with building principals and other District administrators annually. Non-tenured administrators are evaluated at least two times a year.

The evaluation of administrative personnel is intended to accomplish the following objectives:

1. Clarify the performance expectations of administrative personnel.
2. Establish both short-term and long-term goals.
3. Bring about a closer working relationship between the Superintendent, the Crouse Education Center staff and the building administrators.
4. Make an appraisal that is relevant to ongoing job performance.
5. Assess job-performance results jointly through self evaluation and progress reviews.
6. Establish appropriate methods for refining the objectives and/or the need for alternative strategies.

7. Allow the individual to become results-oriented and to participate fully in the decision-making process.
8. Keep appraisal a dynamic process, by assessing its effectiveness periodically and revising it as necessary.

A written copy of the evaluation will be given to the administrator being evaluated--who has the right to add comments to the evaluation. This policy is subject to the appeal process as described in Policies 500.94 and 500.95.

Adopted: December 13, 2004

Amended: 10/22/2007