

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE EMPLOYEES

ADOPTED: February 24, 1997

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1.Purpose	There shall be a plan for regular and periodic evaluation of all administrative employes.
2.Guidelines	The Board directs that evaluations be performed at least annually.
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employe of the criteria to be used for evaluation purposes. Such criteria may include:</p> <ul style="list-style-type: none">individual conferences for evaluation procedures;the employe's self-evaluation;the joint review of his/her job description by the Superintendent and administrative employe;identification of areas of strength;identification of areas of weakness with suggestions for improvement in each;the opportunity to appeal in writing or personally the results of his/her evaluation. <p>Each observation shall be followed by a conference between the Superintendent and the administrative employe. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p>