

EVALUATION OF ADMINISTRATORS

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the Committee annually, prior to March 1, on the performance of each administrator, with recommendations regarding their employment and salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluations shall be made by the Superintendent;
- B. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- C. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- D. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

	AVS	HES	LCS
First Reading:	<u>1/22/2013</u>	<u>1/14/2013</u>	<u>1/7/2013</u>
Second Reading:	<u>3/18/2013</u>	<u>2/11/2013</u>	<u>2/4/2013</u>