

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: March 14, 2006

REVISED:

	313. EVALUATION OF ADMINISTRATIVE EMPLOYEES
1. Purpose	<p>Evaluation is a continuing process in which the administrative employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all administrative employees. The Board shall be informed periodically about the results of those evaluations.</p>
2. Authority	<p>The Board has determined that evaluation of administrators is necessary to promote professional growth and ensure the attainment of district goals. Such evaluation is to be a positive process that encourages and provides for continued refinement of administrative skills.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the evaluation of administrative staff.</p>
4. Guidelines	<p>The annual evaluation of administrators shall result in a numerical rating being applied to the performance of each individual. Such ratings may be considered by the Board in establishing annual salary increments.</p> <p>Criteria used for evaluation purposes shall include an analysis of four (4) major categories: goals and accomplishments, management skills, educational leadership, and personal characteristics.</p> <p>Management goals shall be set forth annually by the administrator and approved by the Board. The Board shall be responsible for conveying to the administrators, through the Superintendent, tasks it determines are deficient or otherwise need to be stressed.</p>

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES - Pg. 2

<p>School Code 2107</p>	<p>Final ratings for the year shall be reached through consultation among the Superintendent and other administrators responsible for the supervision of that administrator. The Superintendent shall maintain the ultimate authority to issue final ratings for other administrators and, therefore, shall have final say on any matters regarding such evaluations.</p> <p>The Board may approve a system to formally calculate salary increments on the basis of numerical ratings. Such system shall be reviewed periodically and revised, as conditions merit.</p> <p>All final ratings shall be completed annually by June 15, so that ratings might be considered by the Board in establishing salary increments for the coming year. Annual goals for school improvement shall be approved by the Board in September for the coming year.</p> <p>Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p>
-----------------------------	--