

Administrative Staff Evaluations

Administrative staff members shall be evaluated annually by the district administrator.

Administrative staff evaluations shall be based on Board-approved job descriptions and such performance goals as are agreed to by the district administrator and the individual administrative staff member. Strengths of the administrative staff member shall be discussed and areas of improvement shall be suggested.

A written evaluation report shall be prepared for each administrative staff member concerning his/her performance no later than March 1st. The district administrator shall inform the Board of the summary results of the administrative evaluations upon completion, prior to the April Board Meeting.

Adopted: 5/10/00
Revised: 10/4/04
Revised: 5/11/06
Reviewed: 7/16/07
Reviewed: 2/8/16
Revised: 5/24/21