

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation may include a section for input received from parents or guardians. Parental or guardian input forms may be made available on the main District webpage. The Board shall determine the manner and weight of parental input on the evaluation if it is included.

At least thirty-three (33%) of the evaluation will be based on multiple, objective measures of growth in student achievement as determined by the Board and based upon research. The Board has selected the following as the District's measures of growth in student achievement for evaluating administrative staff: IRI, District Writing Assessment, and state required assessments.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within 7 days following the conference.

Cross Reference:                    6300                    Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference:                    I.C. § 33-518                    Employee Personnel Files

Policy History:

Adopted on: November 9, 2009

Revised on: December 9, 2013