

GUIDELINES FOR EVALUATION OF THE DISTRICT ADMINISTRATOR

Annually, in its first November meeting, or as soon thereafter as practicable, the Board of Education will devote time in executive session to evaluate the District Administrator's performance.

The following guidelines will be used in the evaluation process:

1. The District Administrator will know the standards upon which they will be evaluated and will be involved in the development of those standards by the first week in October.
2. The evaluation will include reviews by individual board members, but the Board of Education, as a whole, will meet with the District Administrator to discuss the composite evaluation.
3. The evaluation will include a discussion of strengths as well as weaknesses.
4. The yearly evaluation will be used as an indication of performance in the position and will be the basis for board action by the Board of Education regarding any deficiencies.
5. The Board of Education will prepare for the evaluation of the District Administrator and individual board members will complete a written evaluation by the end of the third week in October.
6. Each judgment will be supported by rationale and objective evidence.
7. The District Administrator will have the opportunity to offer suggestions to the Board of Education in regard to the working relationships between the Board of Education and the District Administrator.
8. Performance Objectives: When the District Administrator has received the composite evaluation of the Board of Education, the District Administrator in conjunction with the Board of Education, will develop a series of written performance objectives, or job targets, for the ensuing year.
9. Following the evaluation session, the Board of Education will follow the procedures established for extension of the District Administrator's contract.

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