

## **DISTRICT ADMINISTRATOR GOAL SETTING**

Each year, at the December Board meeting, the Board shall meet with the District Administrator to review progress on the previous school year goals. Each year at the January school board meeting, the Board shall adopt, with the District Administrator, goals for the coming school year. These goals shall be based upon the Board's philosophy, the District's needs, and the Administrator's recommendations.

The following guidelines shall be used when establishing the District's goals:

1. Each goal must be clearly defined and have achievable and identifiable results.
2. Each goal must have a completion date and measurable milestones against which to assess progress.
3. The review of the long-term goals conducted in June shall be attached to the December evaluation.
4. All District Administrator's goals must be within his/her scope of work and accountabilities. The Administrator shall report progress of his/her goals to the Board, periodically at Board meetings.

The Administrator's goals shall be placed on the Administrator Evaluation Form and will become part of the annual Administrator's evaluation.

Reference: District Administrator, Performance Evaluation 2005

Adopted: May 20, 1985

Revised: January 19, 1998

Replaces: District Administrator's Development Opportunities (2001.4)

Reviewed: December 15, 1999

Reviewed: December 21, 2000