

DISTRICT ADMINISTRATOR PERFORMANCE EVALUATION

Each year the Board shall meet with the District Administrator to present their evaluation of his/her performance during the previous year.

The evaluation shall be divided into two (2) categories. The first category shall be the evaluation of the day-to-day Administrator duties in the areas of:

- a. Student Performance (academic)
- b. Curriculum/Development/Improvement
- c. Staff Development
- d. Fiscal Management
- e. Plant Management
- f. Board/Administrator Relations
- g. Community Relations

The second category shall be the evaluation of the specific goals set annually by the Board and the District Administrator (see 2004).

To assure a consistent basis for the evaluation process from year to year, the guidelines below shall be followed:

1. Prior to the December meeting, each Board member shall complete an Administrator Evaluation Form (2005.1), determined by the Board and District Administrator.
2. At a closed session of a December meeting, the Board shall discuss and prepare a Summary Evaluation for each item on the District Administrator Evaluation Form. Areas of achievement and/or concern shall be entered in the comments section of the composite evaluation.
3. The President of the Board shall present the Summary Evaluation to the District Administrator by January 10. This deadline may be extended by mutual agreement. The District Administrator may request an opportunity to discuss the evaluation with the Board in closed session.

The Summary Evaluation shall become part of the Administrator's permanent record.

Each Board member's individual evaluation form shall be given to the Administrator for his/her self-evaluation.

Reference: Goal Setting 2004
Adopted: March, 1984
Revised: May 20, 1985
Revised: January 19, 1998
Replaces: (2001.5)
Revised: December 15, 1999

Reviewed:

December 21, 2000