

FILE: CDA

ADOPTED: May 13, 1993
REVIEWED: November 21, 2002

EVALUATION OF ADMINISTRATORS

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. S/he shall report to the Administrative Personnel Committee of the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the Superintendent;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator by the Superintendent;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. All results of the evaluations shall be kept in confidential personnel files maintained at the Superintendent's Office.