

EVALUATION OF ADMINISTRATIVE STAFF

The Board of Education believes that administrative and supervisory personnel play a vital role in the school system. Their capabilities and the extent to which they are effective will, for the most part, determine the effectiveness of others. As administrative personnel strive to improve their effectiveness, they raise the performance levels of the entire organization, exert influence upon others and become more deeply involved in helping the district to reach its goals.

Consequently, it is essential to know how well individuals meet the demanding responsibilities of their positions and to assist them in reaching a high level of performance. Therefore, an appraisal program will be developed that is reliable, fair and objective, recognizes strengths and provides an opportunity to overcome weaknesses.

The administrative evaluation program is based upon the following assumptions:

1. Administrators and supervisors have a primary responsibility to demonstrate interest in their own development and to become increasingly effective by acquiring new knowledge and skills;
2. Effectiveness can be acquired through self-commitment;
3. Effectiveness can be improved by establishing individual goals or objectives related to desirable standards of performance and consistent with district goals;
4. A proper climate exists to encourage the self-development of each administrator; and
5. Administrative and supervisory personnel work in cooperation with each other, know what is expected of them, and are familiar with the established criteria to be used in appraising performance.

The Superintendent of Schools shall maintain suitable records of the progress and results of such evaluations. These evaluations will be made in accordance with an appropriate schedule of frequency as determined by the Superintendent.

Note: Prior policy 4117.1 and regulation 4117.1 combined

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