

## DISTRICT ADMINISTRATOR EVALUATION PROCEDURE

The following procedure, including the timeline, will be used for evaluation the District Administrator on an annual basis:

1. At the July Board meeting, the School Board shall approve district objectives for that single upcoming school year. These are considered personal objectives for the District Administrator.
2. By **December 1**, the District Administrator is required to complete and submit to the Board, a written narrative self-evaluation describing his/her perceived performance of his/her job description responsibilities and the district objectives.
3. After receiving the District Administrator's narrative self-evaluation, and prior to the December regular board meeting, Board members will convene a special meeting to complete the District Administrator's evaluation. The Board will meet with the District Administrator in executive session at the regular December board meeting to discuss the evaluation.
4. After the conclusion of the December evaluation conference, the Board President will draft a final written evaluation which will be submitted to the Board, in executive session at the regular January board meeting, for approval before issuing it to the District Administrator. This written evaluation will become a permanent personnel record and sent to the District Administrator.
5. The District Administrator has fifteen (15) calendar days from receipt of his/her written evaluation to prepare a written reaction or response to the evaluation. This response shall become a permanent attachment to the Board's written evaluation.

**APPROVED:** April 26, 1999  
November 16, 2009  
**OCTOBER 20, 2014**