

DISTRICT ADMINISTRATOR EVALUATION PROCEDURE

The following procedure, including the timeline, will be used for evaluation of the district administrator on an annual basis:

1. At the July Board meeting, the Board shall approve District objectives for that single upcoming school year. These are considered personal objectives for the district administrator.
2. By December 15, the district administrator will have had the staff complete a 360 evaluation on his/her performance and a copy of the results provided to the Board of Education.
3. After receiving the district administrator's 360 evaluation summary, and prior to the January 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 January board meeting to discuss the evaluation.
4. After the conclusion of the January 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
October 19, 2020
MARCH 25, 2024