

MANAGEMENT EMPLOYEES' EVALUATION POLICY

The purpose of the evaluation is to provide management personnel with feedback to assist them in improving their programs and providing leadership.

The superintendent will be responsible for the evaluation of all management personnel, but may delegate the responsibility. In delegating to others, the superintendent will determine the guidelines for securing all pertinent information, and for establishing relevant objectives.

The process of evaluation shall be:

1. The evaluatee shall select objectives that are intended to be accomplished during the school year, in concert with the superintendent or his/her designee. These objectives shall relate to the job description of the management position and should be compiled by October 1.
2. The evaluation should note strengths as well as areas needing improvements. The nature of any desired improvement should be stated clearly and constructive suggestions offered in writing.
3. The evaluatee may request aid and assistance in meeting the objectives from the superintendent or his/her designee. The superintendent may delegate other management personnel to participate in the assistance needed. This delegated responsibility shall be mutually agreed upon by the evaluatee and the superintendent.
4. When serious weaknesses occur, a written evaluation should be made no later than December 15. The evaluator should inform the evaluatee as soon as possible of this intended evaluation. An ongoing inservice program should be designed and implemented to assist the evaluatee.
5. A written evaluation must be made by March 1 in the case of serious problems.
6. Management personnel will receive an annual written evaluation.