

EVALUATION OF SUPERVISORS

District policy indicates that the District Administrator may not fail to “include an effective personnel performance-evaluation system.” In order to meet that policy requirement, the following will apply.

Professional Staff (teachers): All professional staff will be properly evaluated by the building principals at least once every three years. Annual evaluations will be placed into personnel files. Principals will prepare a brief summary statement at the end of each academic year detailing those staff member who have been evaluated in the previous year. Principals will also maintain a log of those teachers who shall be evaluated in the upcoming school year.

Principals: The District Administrator will complete an annual summative evaluation of each principal to include strengths and weaknesses and a plan for continued improvement.

Secretaries and Aides: Building principals shall be responsible for evaluation of the secretaries and aides who work in their buildings. Formal evaluations will only be required in the event there is a concern as to job performance.

Custodians/Cooks/Bus Drivers: Supervisors shall be responsible for the informal evaluation of his/her Staff. In the event of ongoing concerns regarding job performance, the District Administrator shall complete evaluations or Letters of Concern/Discipline as necessary. The supervisor shall receive an annual formal evaluation from the District Administrator.

Administrative Office Staff: The District Administrator shall be responsible for the evaluation of Administrative Office Staff. Because of the crucial nature of work performed, there is an expectation of consistent, high quality work so formal evaluations are not necessary.

Approved: February 19, 2007

Revised: January 28, 2019