

ADMINISTRATION

Evaluation of Administrative Personnel

Each administrator shall be evaluated annually so as to provide guidance and direction to the administrator in terms of job performance. The evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. Administrators have a right to access to the evaluation instrument and a right to respond in writing to the completed evaluation.

The Superintendent shall establish procedures for the conduct of these evaluations. Each school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include but not be limited to performance statements which address leadership; administration and management; school finances; professional development, professional interaction with students, staff, community, District building programs; and staff supervision evaluation.

Each person involved in the supervision and evaluation process shall sign the written summary and retain a copy for their records. The person being evaluated shall have the right to attach a written statement to the evaluation within 15 business days following the conference.

Cross Reference: 5254 Nonrenewal
 5255 Disciplinary action or dismissal

Legal Reference: 10.55.724, ARM Evaluation

Policy History:

Adopted on: December 9, 1997

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Approved on: September 26, 2023