



Section Two: School District Administration

240R – DISTRICT-LEVEL ADMINISTRATIVE STAFF: EVALUATION OF PERFORMANCE (*REGULATIONS*)

An evaluation of district-level administrative staff performance will be conducted yearly through the development of an annual growth plan or a comprehensive performance evaluation.

1. Criteria

The annual growth plan or the comprehensive performance evaluation should provide an assessment of the staff member's performance relative to his/her current job description. In addition, the growth plan or the comprehensive performance evaluation should include an assessment of the staff member's effectiveness in addressing the goals outlined in the previous plan or evaluation (if any).

2. Information Collection

Information used in the annual growth plan or the comprehensive performance evaluation should consist of evidence relative to the assigned job description. The evaluation process should provide ongoing, constructive communication between district level staff and the Superintendent or designate, ensuring a valid basis for the evaluation.

3. Comprehensive Performance Evaluation

The comprehensive evaluation must:

- 3.1 contain an evaluation of the quality of work completed;
- 3.2 identify commendable work completed by the staff member;
- 3.3 identify goals which will include:
 - clear directives for changes or improvements which are to be made within a prescribed time period;
 - recommendations or directives regarding professional training to be completed within a prescribed time period; and
 - areas in which additional work is suggested or directed in order to respond to new role assignments, changing environmental factors, and the District Goals and Focus.
- 3.4 include a statement summarizing overall performance. The evaluative statement on all performance appraisals will read as follows:



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"This performance appraisal is made in compliance with Board of Education policy. In my opinion, at this time the overall performance of (name) in his/her present role as _____ is _____*."

** Satisfactory or Unsatisfactory*

3.5 include a sign off by the evaluator and the staff member.

4. Annual Growth Plan

The Annual Growth Plan should:

- 4.1 identify commendable work completed by the staff member;
- 4.2 include recommendations and/or directives for future growth; and
- 4.3 include a sign off by the evaluator and the staff member.

Date Agreed: December 9, 1992

Date Amended: April 1, 1998

Date Reviewed/Amended: November 13, 2002

Date Amended: September 26, 2007; October 26, 2011

Date Reviewed: November 12, 2014

Related Document: Regulation 241