

PERSONNEL: MANAGEMENT TEAM

Evaluation

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to job-related responsibilities and duties, District goals and objectives, Board and community expectations, employee competencies, and District policies, regulations, and procedures.

The evaluation shall recognize the worth and needs of the individual evaluated in the total working environment, and shall lend direction toward improvement of individual effectiveness.

Management Team Evaluation

Each Management Team member shall be evaluated formally at least once each school year. Evaluation is a continuing process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor, the evaluator, or any higher supervisor.

Formal Management Team evaluations shall be recorded in writing on a form prescribed by the Superintendent. The evaluation report must be signed by the evaluator and the evaluatee, and may be reviewed by the evaluator's immediate supervisor at the request of either party. The signature of the evaluated Management Team member does not show agreement with the evaluation, unless so indicated above the signature. A copy of the report shall be given to the Management Team member within fifteen working days following the evaluation.

The evaluation shall include recommendation, if needed, for improvement and shall suggest forms of assistance which would be of aid in making such improvements.

The process of evaluation has as its underlying premise the assessment of the performance of the employee in the interest of the District.

The Superintendent shall develop regulations and procedures for making evaluations.

Policy 4217 (Probation and Evaluation) Adopted: April 8, 1976
Renumbered, Revised Policy Adopted: July 28, 1983