

COUNCIL ROCK SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE EMPLOYEES

ADOPTED: October 16, 1997

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Authority	<p>There shall be a plan for regular and periodic evaluation of all administrative employees. The Board shall be informed periodically as to the results of such evaluations.</p> <p>The Board directs that evaluations be performed at least annually and at any time such action is prudent.</p>
2. Delegation of Responsibility	<p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes.</p>
3. Guidelines	<p>Each observation shall be followed by a conference between the Superintendent or designee and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p>