

P4035 ADMINISTRATIVE EMPLOYEE EVALUATION

BOARD POLICY:

All administrative employees are evaluated on an annual basis for the purpose of improving performance. The responsibility for conducting evaluations is delegated to immediate supervisors. Job performance effectiveness and efficiency, personal qualities, professional traits, abilities and skills, and health factors are considered in the evaluation of administrative employees.

Administrative Implemental Procedures:

1. Immediate supervisors shall have primary responsibility for conducting evaluations. Others may be involved in the evaluation process.
2. Supervisors shall be familiar with, and maintain, a continuous program for the improvement of administrative performance using evaluations periodically to record specific items that merit attention.
3. Supervisors shall be knowledgeable of the employment status of all administrative personnel for whom they are responsible.
4. The *Calendar of Evaluative Procedures* as developed by the Human Resources Division shall be observed.
5. Persons being evaluated shall participate in their evaluations and shall be provided the opportunity for self-evaluation on forms provided for that purpose.
6. Supervisors and persons being evaluated shall identify and discuss openly the information used as a basis for an evaluative report.
7. Personal conferences shall be held between supervisors and administrative employees to provide the following:
 - a. Common understanding of the basis for evaluation
 - b. Opportunity for the submission of a self-evaluation and/or a plan for professional improvement
 - c. Copy of the evaluation to the employee
 - d. Information concerning the supervisor's recommendation(s).
8. The Evaluation Report for Administrators form shall be used by the immediate supervisor and administrative employee to record in writing pertinent information concerning the employee's performance. The Evaluation Report Supplement also may be used.
9. The written evaluation shall be discussed in the presence of the administrative employee being evaluated. The employee shall be given the opportunity to review and sign the completed forms.

10. The administrative employee being evaluated may submit a written response to any part of the evaluation within 14 calendar days following the presentation of the formal evaluation. The written response will be signed by the employee and his/her immediate supervisor.
11. Evaluation documents and responses thereto shall be forwarded to the Human Resources Division and shall be maintained in a personnel file for each employee for an indefinite period, in no case less than three years from the date each evaluation is made. At the request of the administrative employee, and with the approval of the Superintendent or a designee, an evaluation may be removed permanently from the file after a four year period has elapsed from the date of the evaluation.
12. The Human Resources Division shall make available to individuals and agencies evaluation documents and responses thereto in accordance with state statutes.
13. The Human Resources Division shall review all written evaluations of administrative employees and shall work with other district office personnel in appropriate followup activities pertaining to a supervisor's recommendation or any other part of an evaluation.
14. Except for the Superintendent, the following schedule will be used in evaluating administrative employees:
 - a. Every employee in the first two consecutive years of his/her employment in the school district shall be evaluated at least two times a year.
 - b. Every employee during the third or more years of his/her employment in the school district shall be evaluated at least one time each year.
15. The Superintendent will be evaluated in accordance with the policy entitled *Evaluation of Superintendent*.

Administrative Responsibility: Human Resources
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