

SERIES 200 – ADMINISTRATION

District Administrator – 220

Performance Evaluation and Form (225)

Evaluation Procedure:

No later than at the regular January meeting of the Board of Education, during the closed session portion of the meeting, the District Administrator shall distribute copies of the job description of the District Administrator, along with the evaluation form. Once the forms are distributed, the District Administrator will make an oral presentation to the Board of Education regarding progress towards annual school district goals and any other pertinent information relative to the evaluation of the administrator.

Board of Education members shall independently complete the evaluation form and return it to the Board of Education President no later than the last day of January. The Board may discuss and interview any certified or non-certified employee, or constituent within the district prior to completing the evaluation. The Board President will tabulate results from the forms returned to him/her from the other Board members. A composite evaluation form will reflect the average response of all the members of the Board of Education.

At the February meeting of the Board of Education, in closed session and without the presence of the District Administrator, the Board as a whole will review the composite evaluation and make any changes they deem appropriate. When the final form of the evaluation is completed, it shall be signed by the President of the Board of Education and presented to the District Administrator. The Board and Administrator will discuss the findings of the Board and decide what further action, if any, is needed.

Performance Rating Scale

<u>Rating</u>	<u>Definition</u>
1.	Needs to Improve – Performance is below acceptable level, improvement is required.
2.	Acceptable – Performance is acceptable but improvement is recommended.
3.	Effective - Performance demonstrates effectiveness, work is satisfactory.
4.	Excellent – Performance demonstrates excellence
DK –	Do not have enough information to give a ranking

Performance Evaluation of District Administrator

District Administrator _____

Date of Evaluation _____

Instructional Programs:

Item #1 _____

Item #2 _____

Item #3 _____

Item #4 _____

Average Score _____

Comments:

Fiscal Affairs:

Item #1 _____

Item #2 _____

Item #3 _____

Item #4 _____

Item #5 _____

Item #6 _____

Item #7 _____

Item #8 _____

Item #9 _____

Item #10 _____

Average Score _____

Comments:

Community Affairs

Item #1 _____

Item #2 _____

Item #3 _____

Average Score _____

Comments:

Personnel Responsibilities

Item #1 _____ Item #2 _____ Item #3 _____

Item #4 _____ Item #5 _____ Item #6 _____

Item #7 _____

Average Score _____

Comments:

Operational Responsibilities

Item #1 _____ Item #2 _____ Item #3 _____

Item #4 _____ Item #5 _____ Item #6 _____

Item #7 _____ Item #8 _____ Item #9 _____

Average Score _____

Comments:

Executive Responsibilities

Item #1 _____ Item #2 _____ Item #3 _____

Item #4 _____ Item #5 _____ Item #6 _____

Average Score _____

Comments:

Research and Development

Item #1 _____ Item #2 _____ Item #3 _____

Average Score _____

Comments:

Other Comments in response to the District Administrator's employment with the school district:

District Administrator Signature

Board President Signature

Date

Date

