

SERIES 200 – ADMINISTRATION

Building Principals – 230

Evaluation of Building Principals (233.2)

The evaluation of the Building Principals will be done annually, prior to April 15, by the Superintendent. The person employed in the position will be evaluated on the duties outlined in this policy, and general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the employee is performing each task listed. If a rank-order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

Building Principals will be given an opportunity to write responses to any comments made by the Superintendent on the evaluation. Building Principals and Superintendent will meet over the evaluation within five business days of the 7-12 Building Principal receiving the evaluation. Building Principals must return a signed copy of the evaluation along with any written responses to the Superintendent within five business days after receiving the evaluation

Adopted: 1/16/06