

SERIES 200 – ADMINISTRATION

Administrative Team

Evaluation of the Director of Special Education/School Psychologist – 235.2

The evaluation of the Director of Special Education/School Psychologist will be done annually, prior to May 1, by the Superintendent. The person employed in this 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

The Director of Special Education/School Psychologist will be given an opportunity to write responses to any comments made by the Superintendent on the evaluation. The Director of Special Education/School Psychologist and Superintendent will meet over the evaluation within five business days of the Director of Special Education/School Psychologist receiving the evaluation. The Director of Special Education/School Psychologist must return signed copy of the evaluation along with any written responses to the Superintendent within five business days after receiving the evaluation.

Adopted: 10/16/06