

## **Evaluation of Administrative Staff**

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records.

Cross Reference: 6300 Duties and Qualifications of Administrative Staff Other Than  
Superintendent

Legal Reference: I.C. § 33-513 Professional Employees  
I.C. § 33-518 Employee Personnel Files

### Policy History:

Adopted on: February 18, 2016

Revised on: