

**EVALUATION OF ADMINISTRATORS**

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Principals and Directors shall be evaluated by the Superintendent of Schools. Supervisors and Assistant Principals shall be evaluated by their supervising administrator.

The evaluation process shall include the following:

1. Annually, each administrator shall submit written goals. Following a conference to review those goals, the supervisor shall provide written confirmation of or recommend modifications to those goals.
2. Progress toward the goals and/or modifications to the goals shall be jointly reviewed at least at six month intervals.
3. Annually, each administrator shall meet with the supervisor: (a) to formally assess the attainment of the goals, (b) to review all other pertinent job performance, and (c) to provide the basis for development of the next set of goals. Following the annual conference, the supervisor shall provide the administrator with a written summary of the major accomplishments and areas needing further attention.

Copies of the goals and written summaries of conferences shall be reviewed by the Superintendent and placed in the administrator's personnel file.

ADOPTED: May 6, 1985  
REVIEWED: October 11, 2018

