



Policy 6320 – Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of their assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. Measures of growth in student achievement as determined by the Board may be included as an optional measure on the evaluation.

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. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report on the conference and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within **seven (7)** days following the conference.

Legal Reference:

Legal References		Description
IC § 33-513		Professional Personnel
IC § 33-518		Employee Personnel Files
Cross References		
Code	Description	
6300	<u>Duties and Qualifications of Administrative Staff Other Than Superintendent</u>	

Adopted:

Revised:

Reviewed: