WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4315 - MANAGEMENT AND SUPERVISORY PERSONNEL - EVALUATION/SUPERVISION

Note: Effective July 1, 1997, all School Boards must adopt a certificated employee evaluation system for the evaluation of teachers and administrators. The evaluation system must apply to all certificated employees except the Superintendent or designee. In designing and periodically reviewing the system, the School Board must consider input from students, parents, community members, teachers, administrators, and affected bargaining units. AS 14.20.149

CERTIFICATED MANAGEMENT PERSONNEL

The School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on observation of the employee and assessment of the following criteria:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance, as set forth in the district's performance standards, which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the School Board.
4. Evaluations from teachers who the administrator supervises, as well as from students, parents, community members and other administrators.
5. Additional factors as determined by the Superintendent or designee.

(cf. 4315.1 - Competence in Evaluation of Teachers)

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness. Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

CLASSIFIED MANAGEMENT PERSONNEL

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the School Board. The evaluation shall include recommendations for improvement if needed.

Legal Reference:

ALASKA STATUTE

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

Revised ~~9/97~~12/2025

9/92