

1 **Browning Public Schools**

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3 Policy #2210

4 Policy Name: *Evaluation of Administrative Staff*

5 Regulation: -----

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7 Each administrator shall be evaluated by the superintendent, or his designee annually in order to
8 provide guidance and direction to the administrator in the performance of his/her assignment. Such
9 evaluation shall be based on the appropriate administrative job description, successful completion of
10 professional performance objectives and the accomplishment of annual goals related to student
11 learning and performance objectives.

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13 The primary responsibility of every administrator employed by Browning Public Schools is to
14 manage programs in a manner, which significantly contributes to measurable student achievement.

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16 The superintendent shall establish procedures for the conduct of these evaluations. **Near the
17 beginning of the school year, the Superintendent shall inform the administrator of the criteria
18 to be used for evaluation purposes, including the adopted goals for the District. Such criteria
19 shall include performance statements dealing with leadership; administration and
20 management; school financing; professional preparation; effort toward improvement; interest
21 in students, staff, citizens, and programs; and staff evaluation.**

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23 **Both the evaluator and the administrator involved in the evaluation will sign the written
24 evaluation report and retain a copy for their records. A person being evaluated has the right
25 to submit and attach a written statement to the evaluation within a reasonable time following
26 the evaluation conference.**

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35 **Cross Reference:** Master Contract – Certified Staff

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38 **Legal Reference:** 10.55.701 ARM Board of Trustees

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42 **Policy History:**

43 Adopted on: 1/12/99

44 Revised on: 4/13/21