

CENTRAL FULTON SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: February 12, 2002

REVISED:

<p>313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p>	
<p>1. Purpose</p>	<p>Evaluation is a continuing process in which the administrative employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all administrative employees, including the Assistant Superintendent. The Board shall be informed periodically about the results of those evaluations.</p>
<p>2. Authority</p>	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
<p>4. Guidelines</p>	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> 1. Individual conferences for evaluation procedures. 2. Employee's self-evaluation. 3. Joint review of job description by the evaluator and employee. 4. Attainment of established goals/objectives. 5. Identification of areas of strength.

<p>School Code 2107</p>	<p>6. Identification of areas of weakness with suggestions for improvement.</p> <p>7. Opportunity to appeal the results of his/her evaluation.</p> <p>Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p>In the event of a minor deficiency, the Superintendent shall inform the administrator of the same and report back to the Board as to recommendations for the future. In the event of one or more serious deficiencies, the Board will meet with the administrator in the presence of the Superintendent to discuss the administrator's performance.</p>
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