

ADMINISTRATION

6410

1 Evaluation of Administrative Staff

2
3 Each administrator will be evaluated annually, in order to provide guidance and direction to the
4 administrator in the performance of his/her assignment. Such evaluation will be based on job
5 descriptions, accomplishment of annual goals and performance objectives, and established
6 evaluative criteria.

7
8 The Superintendent shall establish procedures for the conduct of these evaluations. Near the
9 beginning of the school year, the Superintendent shall inform the administrator of the criteria to
10 be used for evaluation purposes, including the adopted goals for the District. Such criteria shall
11 include performance statements dealing with leadership; administration and management; school
12 financing; professional preparation; effort toward improvement; interest in students, staff,
13 citizens, and programs; and staff evaluation.

14
15 Both the evaluator and the administrator involved in the evaluation will sign the written
16 evaluation report and retain a copy for their records. A person being evaluated has the right to
17 submit and attach a written statement to the evaluation within a reasonable time following the
18 evaluation conference.

19
20
21
22 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than
23 Superintendent

24
25 Legal Reference: 10.55.701, ARM Board of Trustees

26
27 Policy History:
28 Adopted on: February 2007
29 Revised on: