

**North Santiam  
School District**

Code: **CNE**  
Adopted: 7/01/96  
Readopted: 8/21/97, 10/16/97

**Evaluation for Certificated Administrators/Supervisory/Confidential Employees**

The District will provide a written job description outlining the responsibilities and expectations for each administrator, supervisor and confidential employee.

As part of the evaluation process, the employee's supervisor shall establish goals for the next school year, with each employee as follows:

Job Title:	Supervisor:
Business Manager/Deputy Clerk	Superintendent
Administrative Secretary	Superintendent
Special Programs Coordinator	Superintendent
Maintenance Supervisor	Superintendent
High School Principal	Superintendent
Middle School Principal	Superintendent
Elementary School Principal	Superintendent
Activities/Athletic Director	High School Principal
High School Asst. Principal	High School Principal
Middle School Asst. Principal	Middle School Principal
Payroll/Grant & Projects Clerk	Business Manager/Deputy Clerk
Accounts Payable & Receivable Clerk	Business Manager/Deputy Clerk
Receptionist/Personnel Clerk	Business Manager/Deputy Clerk

Written, measurable goals, with performance indicators and timelines shall be developed by each employee and approved by the employee's supervisor within 21 calendar days of the evaluation.

Evaluation shall not be subject to the grievance procedure, except in cases where the supervisor has failed to follow the procedures outlined in this article.

END OF POLICY

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**Legal Reference(s):**