

Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. He/she will report to the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary placement.

Formal evaluations will be made at least biannually. They shall be conducted according to the following **guidelines**:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or designee;
3. Evaluations will be in writing and discussed with the administrator by the person who makes the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the evaluation and right of appeal through established grievance procedures if applicable;
5. Informal evaluation may occur more frequent than biannually i.e. annually.