

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: March 10, 1997

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	There shall be a plan for regular and periodic evaluation of all administrative employees, including Assistant Superintendents. The Board shall be informed yearly as to the results of such evaluations.
2. Guidelines	The Board directs that evaluations be performed at least annually.
3. Delegation of Responsibility	<p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes. Such criteria may include:</p> <ul style="list-style-type: none"> individual conferences for evaluation procedures; the employee's self-evaluation; the joint review of his/her job description by the Superintendent and administrative employee; identification of areas of strength; identification of areas of weakness with suggestions for improvement in each; and the opportunity to appeal the results of his/her evaluation. <p>Each observation shall be followed by a conference between the Superintendent and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>The employee shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report.</p>

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	<p>The Superintendent shall conduct evaluations of Assistant Superintendent(s) in accordance with Board policy and shall report to the Board the results of such evaluations.</p>
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