

Board Policy Document

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## **STAFF PERSONNEL**

### ***Series 400***

**Policy Title: Administrator Evaluation**

**Code Number: 402.13**

The Superintendent or his/her designee shall conduct an evaluation of administrators on their skills, abilities, and competence. The goal of the formal evaluation process is to promote growth in effective administrative leadership for the District, clarify the administrator's role as the Board and the Superintendent see it, ascertain areas in need of improvement, as well as specific strengths, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the Superintendent and the administrator.

The evaluation shall also include an opportunity for the administrator and the Superintendent or his/her designee to discuss the job targets, the past year's performance, and the future areas of growth. The evaluation shall be completed by the Superintendent, signed by the administrator, and filed in the administrator's personnel file.

It shall be the responsibility of the Superintendent or his/her designee to conduct formal evaluation of the probationary administrators and non-probationary administrators prior to June 30.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.

First Adoption: April 11, 1989

Revision Adoption: September 9, 1997/April 30, 2002/May 11, 2004

Legal Reference: Iowa Code §§279.8, .21-.23A (1989)