

SECTION: ADMINISTRATIVE
EMPLOYEES

CARLISLE AREA SCHOOL DISTRICT

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: September 21, 2006

REVISED: November 20, 2014

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the administrative employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all administrative employees.</p>
2. Authority SC 1123	<p>The Board directs that evaluations of administrative employees be performed at least annually and shall be in accordance with the provisions of the administrative compensation plan.</p>
3. Delegation of Responsibility	<p>The Superintendent or his/her designee shall be responsible for the evaluation of the administrative staff and shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. Guidelines	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> 1. Individual conferences for evaluation procedures. 2. Employee's self-evaluation. 3. Joint review of job description by the evaluator and employee. 4. Attainment of established goals/objectives.

5. Identification of areas of strength.
6. Identification of areas of weakness with recommendations for improvement to be included in a written plan.
7. Opportunity to appeal the results of his/her evaluation.

Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.

References:

School Code – 24 P.S. Sec. 510, 1108, 1122, 1123

State Board of Education Regulations – 22 PA Code Sec. 19.1 et seq.

Board Policy – 000