

# FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: June 20, 1994

REVISED: May 22, 2002

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p> <p>There shall be a plan for an annual evaluation of all administrative employees, including Superintendent, Assistant Superintendents and First Level Supervisors. This shall be done during the month of May.</p> <p>The Superintendent shall develop procedures for such evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employees of the criteria to be used for evaluation purposes. Such criteria will include:</p> <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures will occur at mid-point and year end, and will identify strengths and areas of weakness with suggestions for improvement.</li> <li>2. The goals for each administrator will be established during the fall of the prior year of evaluation (2003-04 goals will be established in the fall of 2002).</li> <li>3. The joint review of his/her job description by the Superintendent or appropriate supervisor and administrative employee will occur during the goal setting meeting.</li> <li>4. The opportunity to appeal in writing or personally the results of his/her evaluation are part of the evaluation tool (AP 313.1).</li> </ol> <p>After the final evaluation conference, both parties 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> <p>The Board shall be informed periodically as to the results of such evaluations.</p> <p>Copies of the final evaluation will be made available to the Board for review.</p>
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