

JERSEY SHORE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: February 8, 2010

REVISED:

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, including the Assistant Superintendent, which shall be in accordance with the administrative compensation plan. The Board shall be informed periodically about the results of those evaluations.</p>
2. Authority	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee 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.

SC 2107	<p>5. Identification of areas of strength.</p> <p>6. Identification of areas of weakness with suggestions for improvement.</p> <p>7. Opportunity to appeal the results of his/her evaluation.</p> <p>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.</p> <p>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.</p> <p>The Superintendent shall conduct evaluations of the Assistant Superintendent and shall report to the Board the results of such evaluations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 2107</p>
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