

3340-ADMINISTRATOR EVALUATION

The superintendent, or designee, shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the administrators will be formally evaluated twice each year in the first three years of probationary employment and once every three years thereafter. The goal of the formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance, and the future areas of growth. The evaluation shall be completed by the superintendent (or designee), signed by the administrator, and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent, or designee, to conduct a formal evaluation of all probationary administrators prior to April 15, as well as any notice of non-renewal prior to April 15.

Reference: Neb. Statute 79-828

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