

EVALUATION OF PROFESSIONAL STAFF/ADMINISTRATION

1. The purpose of the evaluation is to improve the quality of education for the students of the school district.
2. Evaluations are to be used to improve the quality of administration and may be used in the determination of advancement, promotion, transfer, assignment, and future employment.
3. Administrators will be evaluated at least once each school year after completing their third year of employment with the district. Prior to their fourth year of employment with the district, they shall be evaluated at least twice each school year, once each semester and prior to May 1st. After each evaluation, a formal written evaluation will be prepared and reviewed with the administrator within five school days.
4. It is understood that the evaluation instruments shall be determined by the Huron School Board and shall consider specific job responsibilities job descriptions. Evaluations shall be signed by both the administrator and his/her supervisor.
5. During the process of evaluation of administrators, the evaluator may obtain additional information about the administrator's job performance through inquiries with others, including staff and administrators.
6. Evaluations shall include narrative regarding job performance pertaining to job descriptions and professional/building/area goal achievement.
7. Upon request, administrators will be allowed to retain written evaluations for two school days before signing and returning to the evaluator for placement in the administrator's personnel file.