

Administrator, Supervisor, Coordinator, or Director Evaluation

The Superintendent shall conduct an ongoing process of evaluating the administrators, supervisors, coordinators, or directors on their skills, abilities, and competence. At a minimum, the administrators will be evaluated annually. If they are certificated and non-tenured, then they will be evaluated each semester in accordance with Nebraska School Law 79-828.

The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the role of the employee noted above 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 employee.

The superintendent is responsible for designing an evaluation instrument for the administrator, supervisor, coordinator, and director. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the employee, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the employee and the superintendent to discuss the written criteria, the current year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, reviewed in a conference with the administrator, signed by the employee and superintendent, and filed in the employee's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all certificated administrative employees prior to April 15.

This policy supports and does not preclude the ongoing informal evaluation of the skills, abilities, and competence of the administrator, supervisor, coordinator, or director.

Adopted: December 13, 2004

Reviewed: 08-12-2013