

# MOON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: October 10, 2000

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>SC 2107</p>	<p style="text-align: center;">313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p> <p>There shall be a plan for regular and periodic evaluation of all administrative employees, including Assistant Superintendents. The Board shall be informed periodically as to the results of such evaluations.</p> <p>Supervision and evaluation of administrators shall be the responsibility of the person(s) to whom the administrator reports.</p> <p>The Superintendent, with input from the administrative staff, shall be responsible for establishing procedures for an annual evaluation of each administrator. Final approval of the procedures rest with the Board.</p> <p>Each observation shall be followed by a conference between the Superintendent and the administrative employee. Both parties to the conference 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; the disclaimer shall be attached to the report.</p> <p>The Superintendent shall conduct evaluations of Assistant Superintendent(s) in accordance with Board policy and shall report to the Board the results of such evaluations.</p>
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