

# MONTGOMERY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: February 16, 1981

REVISED:

## 313. EVALUATION OF ADMINISTRATIVE EMPLOYEES

1. Purpose

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.

2. Guidelines

The Board directs that evaluations be performed at least annually.

3. Delegation of  
Responsibility

The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes. Such criteria may include:

1. Individual conferences for evaluation procedures.
2. The employee's own self-evaluation.
3. The joint review of his/her job description by the Superintendent and administrative employee.
4. Identification of areas of strength.
5. Identification of areas of weakness with suggestions for improvement in each.
6. The opportunity to appeal in writing (or) personally the results of his/her evaluation.

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.

The employee shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report.