

**PANORAMA COMMUNITY SCHOOL DISTRICT**

**ADMINISTRATORS: EVALUATION**

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. Annually, the superintendent will formally evaluate the administrators. The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as the board and the superintendent see it, ascertain 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 include written criteria related to the job description. The superintendent after receiving input from the administrators shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrators 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, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct formal evaluation of the probationary administrators and non-probationary administrators at a time mutually agreeable to the administrators and the superintendent prior to the end of the second semester.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: