

SECTION: ADMINISTRATIVE
EMPLOYEES

PENN MANOR SCHOOL DISTRICT

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: February 8, 1999

REVISED:

<p>313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p>	
<p>1. Purpose</p>	<p>There shall be a plan for regular, periodic evaluation of all administrative employees, including Assistant Superintendents. The Board shall be informed periodically about the results of those evaluations.</p>
<p>2. Authority</p>	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent shall develop procedures for evaluation of administrative staff. Prior to the beginning of the period under evaluation, the Superintendent shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
<p>4. Guidelines</p>	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> 1. Individual conferences for evaluation procedures. 2. Employee's self-evaluation. 3. Joint review of job description by the Superintendent and employee. 4. Identification of areas of strength. 5. Identification of areas of weakness with suggestions for improvement. 6. Opportunity to appeal the results of his/her evaluation. <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 following the conference to submit a written disclaimer of the evaluation, which shall be attached to the report.</p>

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	<p>The Superintendent shall conduct evaluations of the Assistant Superintendent(s) in accordance with Board policy and shall report to the Board the results of such evaluations.</p>
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