

# EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: February 8, 1993

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p> <p>There shall be a plan for the regular and periodic performance evaluation of all administrative employees, including Assistant Superintendents. The Board shall be informed of the results of such evaluations prior to the last Board meeting in June.</p> <p>It is the policy of the district to evaluate administrative personnel on an ongoing and regular basis with the goal of improving performance and integrating management skills with the needs of the district.</p> <p>After district goals and objectives are established by the Board, administrators will write those objectives which they intend to complete throughout the school year. Individual administrator's objectives will be set jointly by the administrator and his/her evaluator. A mid-year conference will be held to determine progress toward meeting those objectives and to make alternations, if warranted.</p> <p>Toward the end of the year, the formal evaluation will be completed using the approved evaluation instrument. Self-evaluation is a key component of the procedure, and should be prepared in advance of the evaluation conference. Supporting information is encouraged.</p> <p>Administrators not reporting directly to the Superintendent shall be evaluated by their immediate supervisor. That supervisor will confer with the Superintendent on all evaluations in order to assure consistency in the evaluation process.</p> <p>The evaluator shall complete the evaluation form with both objectives and the Position Guide before him/her. Scores at either extreme must be accompanied by additional information including recommendations for improvement, when appropriate.</p> <p>The evaluator shall meet with the administrator in an evaluation conference. Following the conference, salary calculations will occur. The administrator shall receive a copy of the final evaluation and a copy shall be placed in the personnel file.</p>
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<p>School Code 1164</p>	<p>This replaces former policy CGI</p>
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