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3 **ADMINISTRATION**

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5 Evaluation of Administrative Staff

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7 Each administrator will be evaluated annually, in order to provide guidance and direction to the
8 administrator in the performance of his/her assignment. Such evaluation will be based on job
9 descriptions, accomplishment of annual goals and performance objectives, and established evaluative
10 criteria.

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12 The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of
13 the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation
14 purposes, including the adopted goals for the District. Such criteria shall include performance statements
15 dealing with leadership; administration and management; school financing; professional preparation;
16 effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

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18 Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report
19 and retain a copy for their records. A person being evaluated has the right to submit and attach a written
20 statement to the evaluation within a reasonable time following the evaluation conference.

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24 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than
25 Superintendent

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27 Legal Reference: 10.55.701, ARM Board of Trustees

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32 Policy History:

33 First reading on: 12/8/21

34 Second reading/Adopted on: 1/12/22