

POLICY

2011

4240

Administration

SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

Superintendent

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than September 10 of each year.

The Board will evaluate the Superintendent in several general areas, against the District Goals, and against three to five (3-5) professional goals that the Superintendent has set at the beginning of the evaluation process. The Board will examine the self-evaluation of the Superintendent and evaluate the Superintendent using three (3) ratings: Below Expectations, At Expectations, and Above Expectations for each item in the evaluation instrument. An instrument will be constructed annually by the Board. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(o)(2)(v)

Adopted: 8/2/11