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3 **ADMINISTRATION**

6410

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5 Evaluation of Administrative Staff

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

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

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

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26 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than  
27 Superintendent

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29 Legal Reference: 10.55.701, ARM Board of Trustees

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31 Policy History:

32 Adopted on:

33 Revised on: