



Section ADMINISTRATIVE EMPLOYES

Title EVALUATION OF ADMINISTRATIVE EMPLOYES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

<p>1. Purpose</p> <p>Guidelines</p> <p>3. Delegation of Responsibility</p>	<p>313. EVALUATION OF ADMINISTRATIVE EMPLOYES</p> <p>There shall be a plan for regular and periodic evaluation of all administrative employees. the Board shall be informed periodically as to the results of such evaluations.</p> <p>The Board directs that evaluations be performed at least biannually.</p> <p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employe of the criteria to be used for evaluation purposes. Such criteria may include;</p> <ul style="list-style-type: none"> individual conferences for evaluation procedures the employe's own self-evaluation the joint review of his/her job description by the Superintendent and administrative employe identification of areas of strength identification of areas of weakness with suggestions for improvement in each. <p>Each observation shall be followed by a conference between the Superintendent and the administrative employe. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p>
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313. EVALUATION OF ADMINISTRATIVE
EMPLOYEES - Pg. 2



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The employe shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report.