

EVALUATION OF ADMINISTRATIVE TEAM MEMBERS

Annual Formal Evaluation

Each administrative team member will be evaluated annually by the district administrator prior to February 1st using an evaluation instrument (Policy CDG) based on the administrative team member's job description (Policy CDA).

Informal Evaluation

Informal evaluation is recognized as an ongoing process. The district administrator is required to make informal evaluations on a continual basis and when deemed necessary document such observations. Any written observations either of a positive or negative nature will be placed in the administrative team member's file and a copy supplied to the administrative team member. The administrative team member will have the right to attach a reply to the district administrator's observations.

Evaluation Process

A conference involving the administrative team member and the district administrator will be held to discuss the evaluation. The administrative team member will be allowed to attach a written reply to the district administrator's evaluation.

Prior to February 1st, the district administrator will recommend renewal or the issuance of a preliminary notice of nonrenewal of the contract of the administrative team member. If a preliminary notice of nonrenewal is given, the due process procedure outlined in the administrative team member's contract will be followed.

Due Process Hearing

The administrative team member will be afforded a hearing prior to the issuance of a notice of nonrenewal. At the hearing all evaluations and attached replies if any will be presented by the district administrator to the Board. The administrative team member may elect to have the meeting either open or closed to the public. The administrative team member will have an opportunity to address the board concerning his/her evaluation.