

ADMINISTRATION

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. The evaluation shall be based on the administrative position's job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

Such criteria shall include the following categories: knowledge of, experience in, and training in recognizing good professional performance; capabilities and development; school administration and management; school finance; professional preparation and scholarship; effort toward improvement when needed; interest in pupils, employees, patrons, and subjects taught in school; leadership; and the ability and performance of evaluation of school personnel.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The evaluatee shall have the right to submit and attach a written statement to his/her evaluation following the conference.

Legal Reference: RCW 28A.405.100 Minimum criteria for the evaluation of certified employees, including administrators—Procedure—Scope—Penalty

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