

CEO/ BUSINESS MANAGER EVALUATION

The Board has an important responsibility to supervise and oversee the job performance of the CEO/Business Manager. The evaluation should be a systematic continuous process to assess the professional performance of the CEO/Business Manager.

Through this process the Board will strive to accomplish the following:

- Develop harmonious working relationship between the Board and CEO/Business Manager.
- Provide administrator leadership of excellence for the School District.
- Stimulate further professional growth and vision.

The following evaluation instrument is broken down in to seven categories: Educational Leadership, Policy/Governance, Communication/Community Relations, Organizational Management, Curriculum Development/Instructional Management, Human Resource Management, and Business Manager Criteria.

The CEO/Business Manager and School Board will also annually set joint goals. These goals will be set in the fall of the year and evaluated in August for progress.

The Board shall be responsible for evaluating the CEO/ Business Manager.

The formal evaluation will be written and will be discussed by the Board and the CEO/Business Manager. Copies of the written document will be signed and dated by all parties and incorporated into the personnel files of the CEO/Business Manager. The signature of the CEO/Business Manager does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made.

The Board and CEO/Business Manager will determine the dates and timeline for evaluation. This evaluation process should take place no less than every other year.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of administrative staff constitutes personnel information and is not open to inspection or copying.

1st Reading-12/15/2015
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