

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

ADMINISTRATION
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ADMINISTRATOR EVALUATION

The Board of Education recognizes that administrator appraisal is an important, on-going function in the operation of an educational system and is one of the key factors contributing to the improvement of education and the operation of the school system. A process shall be established whereby written performance evaluations are conducted for all administrative positions. The Board of Education and Administration shall cooperatively develop an evaluation instrument to fairly appraise the performance of each administrator. Each administrator will be evaluated annually by the District Administrator according to a previously adopted evaluation plan. Likewise, the Board of Education shall annually review the salary schedule and adjust as required to maintain a competitive compensation program with area school districts.

The key to effective administration is to employ able administrative personnel whose performance is evaluated or assessed with a view to improving their administrative competence and stimulating their professional growth. By its very nature, an effective administrator's evaluation program must be cooperative, be based on valid performance criteria and be comprehensive in that all factors in the administrative situation are considered.

It is the evaluation process that strengths and areas of needed improvement in the administrator's and district administrator's performances are identified. Objectives and activities are jointly developed to overcome identified areas that need improvement. Plans of action are prepared for adequate and appropriate assistance and such necessary action is taken as demanded by the situation.

Evaluation is a cooperative process. The individual being appraised and the individual making the assessment feel a joint responsibility to focus on areas that have been successful and areas that need improvement. They work together to achieve the best results and to appraise the results. The appraisal needs to be conducted with an attitude of improvement and cooperation.