

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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EVALUATION OF THE DISTRICT ADMINISTRATOR

The Board of Education shall conduct a formal evaluation of the District Administrator in January of each year. The evaluation will be based on performance objectives and job description.

The basic function of the District Administrator's position is to achieve the highest quality of education possible for all students through the most efficient use of all available resources. The District Administrator serves as the chief executive officer of the School District and through direction of the Board assumes general supervision and leadership for all aspects of the educational program. These encompass latitude of decision-making responsibilities. The District Administrator's evaluation shall be used as a tool to help improve the skills and performance of the District Administrator.

The following procedure shall be used to conduct the annual evaluation of the District Administrator:

- A. Annually, by December 1st, the Performance Assessment of the District Administrator form shall be distributed to all Board members. The District Administrator shall, at this time, include a self-summary by category of the year's accomplishments.
- B. By December 15th, all evaluation forms shall be completed and returned to the School Board Personnel Committee Chairperson. The Board will not limit its evaluation to those items that appear on the evaluation form, since no form or set of guidelines can encompass the totality of the District Administrator's responsibilities.
- C. The School Board Personnel Committee Chairperson shall do an item-by-item average of Board member checklists. "Not observed" shall not be used in calculating the average.
- D. At the first regular January School Board meeting the School Board Personnel Committee Chairperson shall present the averaged sheets and a summary of comments to the entire Board. A meeting with the District Administrator will also be scheduled in January to review the evaluation. The evaluation will be at a scheduled time and place with no other items on the agenda.

As a result of the evaluation, the Board shall strive to accomplish the following:

- A. Clarify the District Administrator's role in the school system as seen by the Board.
- B. Establish specific District Administrator goals to be agreed upon by the Board and District Administrator.
- C. Suggest measurements for the goals for the District Administrator to be obtained during the forthcoming contract period.

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- D. Maintain harmonious working relationships between the Board and District Administrator.
- E. Identify a clear-cut, administrative leadership image for the District Administrator in the school system.
- F. The Board reserves the right to seek input helpful to the evaluation of the District Administrator from District staff and District residents.