

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: October 14, 1991

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	There shall be a plan for periodic evaluation of all administrative employees. The board shall be informed at least once per year as to the completion of such evaluations.
2. Authority	The Board directs that evaluations be performed at least annually and that the results be made part of the employee's personnel file.
3. Delegation of Responsibility	The Superintendent shall develop procedures and a system for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform all administrative employees of specific criteria and document(s) to be used for evaluation purposes.
4. Guidelines	Such criteria may include: <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures.</li> <li>2. The employee's self-evaluation.</li> <li>3. The joint review of his/her job description and yearly goals by the supervisor and the administrative employee.</li> <li>4. Identification of areas of strength.</li> <li>5. Identification of areas of weakness with suggestions for improvement in each.</li> </ol> <p>Prior to the finalization and filing in the personnel file of the employee of an evaluation document, the employee has the right to meet with his/her supervisor to discuss the content of the document. The completed evaluation document shall be signed by both the evaluator and the administrative employee.</p>

	<p>The employee shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report and made part of the employee's personnel file.</p>
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