

## **EVALUATION OF PROFESSIONAL STAFF: ADMINISTRATORS**

The Superintendent is responsible for the evaluation of all administrative staff in the school district. He/she may delegate this function to Assistant Superintendents or building principals, who will then be responsible to the Superintendent.

Each administrator will be evaluated annually. The evaluation process will be interactive and ongoing and will include the following:

- A. Initial Conference (July 1 - October 1) during which the administrator and evaluator will:
  - 1. Review the functions, responsibilities and expectations of the administrator's position.
  - 2. Mutually identify and specify in writing the administrator's professional goals for the year.
  - 3. Discuss the criteria for evaluation.
  
- B. Interim Conference (December 1 - March 1) during which the administrator and evaluator will:
  - 1. Discuss progress to date.
  - 2. Add, delete, or modify specific goals.
  - 3. Review the District's goals for the year.
  
- C. Final Conference (May 1 - July 1) during which the administrator and evaluator will discuss the results of the evaluation and begin planning for the next cycle. Both strengths and areas needing improvement will be addressed leading to a plan for performance improvement.
  
- D. Written Annual Evaluation Report, prepared by the evaluator. The administrator will receive a copy of this report and may attach a statement to it before it is placed in his/her official personnel file.
  
- E. All criteria and schedules for annual professional performance reviews of building principals will be conducted in accordance with the District APPR plan.

*Great Neck Public Schools*

*Adopted: 11/10/86*

*Amended: 5/12/14*