

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: October 24, 2007

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	There shall be a plan for regular and periodic evaluation of all administrative employees, including Assistant Superintendents. The Board shall be informed periodically as to the results of such evaluations.
2. Authority	The Board directs that evaluations be performed at least annually and at anytime such action is prudent.
3. Delegation of Responsibility	<p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes. Such criteria may be in accordance with the administrative compensation plan.</p> <p>Each observation shall be followed by a conference between the Superintendent and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p>