

Employee Policy #313.1 Administrative Staff Evaluations

Purpose:

Administrative staff must be evaluated to determine the quality of effort they are putting into their jobs and to determine how the instructional process is being supervised.

Guidelines:

- Each administrative staff member in the Charter School receives a written evaluation at least once each year, completed by the CEO.
- An administrative staff/ CEO conference is held to discuss the evaluation, sign the official forms and discuss areas of commendations and recommended improvement.
- Administrative staff employees sign their evaluation to acknowledge that they have reviewed the evaluation and may submit additional comments to be attached to their evaluation if they wish.

Delegation of Responsibility:

The CEO is responsible for overseeing the evaluation of administrative staff.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.