



Board Policy

Administrative Evaluations

**Administration
Policy 3003**

Policy Statement

- The Superintendent shall implement and supervise an evaluation system for all administrators.
- The Superintendent shall report to the Board in December of each year on the performance of all administrators and make recommendations regarding their continuing employment and/or salary status.
- Formal evaluations of administrative personnel shall be made in accordance with Delaware Department of Education regulations.
- Formal evaluations of any administrators not covered by the state evaluation process shall proceed as follows:
 - Evaluative criteria shall be in writing and permanently available to the administrator.
 - Evaluations shall be made by one who has completed training in the process, usually the person to whom the administrator reports or, in some cases, the evaluator of that person.
 - Within 15 work days of the date of an evaluation, results shall be put in writing and discussed by the evaluator at a meeting with the person evaluated.
 - All written evaluations shall be kept in confidential personnel files.
- Administrators with fewer than three years of District experience and those whose performance appraisals indicate performance that needs improvement or is unsatisfactory must participate in an annual appraisal cycle.
- Experienced administrators whose performance is effective may be appraised over a two year cycle.
- The Superintendent shall set procedures for administrative evaluations with the approval of the Board. Such procedures shall include the following:
 - Forms and schedules for goal-setting, feedback, and formal conferences
 - Schedules for submission of evaluations
 - Procedures for formal feedback

Responsibility	The Superintendent shall be responsible for compliance.	
References	14 Del. C. §1049, 1050, 1091 Related Policies: 3001 Administration Goals Related Documents: DPAS II-R evaluation forms (instructional administrative personnel), Red Clay Consolidated School District administrative performance evaluation forms (non-instructional administrative personnel)	
Adoption Date	08/1986	
Revision/ Reapproval Date	Revised: 12/14/2011, 02/16/2011	