



**Board Policy**

## **Administrative Evaluations**

**Board  
Operations  
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.

#### **Instructional Administrative Evaluations**

- Formal evaluations of instructional administrative personnel shall be made in accordance with Delaware Department of Education regulations.

#### **Non-Instructional Administrative Evaluations**

- Non-Instructional administrators not covered by the state evaluation process are required to be assessed annually. shall proceed as follows:

Evaluative criteria shall be documented and permanently available to the administrator.

Evaluations shall be made by 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 documented and discussed by the evaluator at a meeting with the person evaluated.

Evaluations shall be signed and kept in the employees confidential personnel file.

- Administrative evaluations shall include the following:
  - Forms and schedules for goal-setting, feedback, and formal conferences
  - Schedules for submission of evaluations
  - Procedures for formal feedback

<b>Responsibility</b>	The Superintendent shall be responsible for compliance.	
<b>References</b>	14 Del. C. §1049, 1050, 1091 Related Policies: 3001 Administration Goals	
<b>Adoption Date</b>	08/1986	
<b>Revision/ Review Date</b>	Revision:12/14/2011; 2/16/2011; 2/08/2023 Review Date:	