

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Administrative Director
Code	312
Status	Active
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### **Authority.**

Regular, periodic evaluation of the Administrative Director's performance is a Joint Operating Committee responsibility. In carrying out this responsibility, the Joint Operating Committee recognizes that the Administrative Director is entitled to such a review in an objective and straightforward manner so that leadership of the school may be as effective as possible.

The Joint Operating Committee shall evaluate the performance of the Administrative Director annually and at any time such action is prudent.

Prior to the beginning of the period under evaluation, the Joint Operating Committee and Administrative Director shall agree upon the criteria to be used for evaluation purposes.

Evaluation criteria may include any of the following:

1. Administrative Director's self-evaluation.
2. Objectives/Goals agreed upon annually by the Joint Operating Committee and Administrative Director.
3. Working relationship between the Joint Operating Committee and the Administrative Director.
4. Administrative Director's relationship with staff, students and community.
5. Evaluation interviews between the Joint Operating Committee and Administrative Director during which no other business is discussed.
6. Consideration of objective data regarding student achievement, student test scores, program development, business management and property maintenance, and employee grievances.

As an outcome of the Administrative Director's evaluation, the Joint Operating Committee should:

1. Recognize strengths and assist the Administrative Director in capitalizing on them.
2. Identify weaknesses and establish a course of action that will assist the Administrative Director in improving performance in these areas.
3. Establish specific objectives to advance the school toward its goals.
4. Determine the necessity of any action regarding the employment of the Administrative Director.[1]

Legal

1. Pol. 302

24 P.S. 1850.1