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Regulation 3223 EVALUATION CRITERIA FOR NON-TEACHING ADMINISTRATIVE, SUPERVISORY AND SUPPORTIVE PROFESSIONAL STAFF MEMBERS

It is believed that the purpose of evaluation is to improve job effectiveness and to stimulate the professional growth. The following criteria, in conjunction with individual job descriptions, shall be utilized in the evaluation of Assistant Superintendents, Assistant Board Secretaries, Principals, Assistant Principals, Administrative Assistants, Psychologists, Coordinators, Directors, and Supervisors.

Tenured staff members shall be evaluated at least once each year. Non-tenured staff members shall be evaluated not less than three times annually. A conference between the supervisor and the staff member being evaluated shall be held for the purpose of reviewing strengths and weaknesses. Applicable sections of the evaluation process for Tenured Teacher Evaluation Procedures, adopted August 8, 1979, shall be an integral part of the evaluation of non-teaching administrative, supervisory and supportive personnel.

Evaluation Criteria

1. To accomplish administrative or assigned responsibilities by:
 - a. organizing competently;
 - b. establishing clear, efficient procedures and rules;
 - c. developing viable activities and programs;
 - d. selecting equipment and materials wisely;
 - e. planning thoroughly;
 - f. executing assignments capably within reasonable time limits;
 - g. demonstrating a conscientious attitude toward the assignment.
2. To provide leadership by:
 - a. developing a spirit of unity among staff;
 - b. exemplifying the ideals of the organization;
 - c. being inspirational;
 - d. employing democratic principals;
 - e. demonstrating knowledge and understanding of the assignment;
 - f. keeping informed of developments in the field of education and the agents that affect education;
 - g. displaying the ability to arrive at decisions;
 - h. communicating effectively in all relationships;
 - i. being empathetic and exhibiting awareness and understanding of the problems of others;

- j. maintaining self-control;
- k. accepting additional responsibility;
- l. demonstrating loyalty;
- m. implementing creative ideas;
- n. delegating responsibility effectively.

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