



Section: *Administrative Employees*
Title: *Performance Review and Rating – Administrative Staff*
Adopted: *7-13-81*
Revised:

313 *Performance Review and Rating - Administrative Staff*

The Superintendent shall direct that all administrative staff members= job performance be reviewed and rated annually. Each employee shall be reviewed and rated by his immediate supervisor. This performance review shall consist of three conferences annually:

Initial Conference: *To establish the elements of the position description under review and to establish goals set by the Board, Superintendent, Supervisor and employee.*

Progress Conference: *To be held mid-year to identify how the employee is progressing in terms of the objectives and goals established at the initial conference.*

Evaluation Conference: *To be held at year end at which time an overall rating for the employee= performance in terms of the objectives and goals established shall be given.*

A Performance Review and Rating Form shall be established and used in conjunction with the above conferences. This form shall provide for an overall evaluation or rating that distinguishes various levels of performance. The employee, supervisor, and Superintendent shall initial these forms to insure such conferences were completed and reviewed.

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