

ADMINISTRATION

Evaluation of Administrative Staff

The superintendent shall develop procedures for the annual evaluation of each administrator. Prior to the beginning of the school year, the superintendent or designee shall tell the administrator of the criteria to be used. These shall be based on job description, accomplishment of annual goals, annual goals of the district, basic minimum job requirements and established evaluative criteria as applicable.

Both staff members involved in the evaluation conference shall sign a written report and keep a copy for their records. The evaluatee shall have the right to attach a written disclaimer to the evaluation following the conference.

Legal Reference:	RCW 28.67.065	Minimum criteria for the evaluation of certificated Employees, including administrators—Procedure—Scope—Penalty
	28A.67.073	Conditions and contracts of employment --Transfer of administrator to subordinate Certificated position—Procedure