

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: ADMINISTRATIVE EMPLOYEES
Title: EVALUATION OF ADMINISTRATIVE EMPLOYEES
Date Adopted: August 17, 1981
Date Last Revised: December 16, 2002

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES

- .1 There shall be a plan for regular and periodic evaluation of all administrative employees. The Board shall be informed of the results of the annual evaluations.
- .2 The Board directs that evaluations be performed at least annually.
- .3 Prior to the implementation of the evaluation plan, the Board will approve the plan and evaluation material. The Superintendent shall inform the administrative employee of the criteria to be used for evaluation purposes. Such criteria may include:
 - .31 individual conferences for evaluation procedures
 - .32 the employee's own self-evaluation
 - .33 identification of areas of strength
 - .34 identification of areas of weakness with suggestions for improvement in each.