

307 ADMINISTRATOR/SELF PERFORMANCE APPRAISAL POLICY

I. PURPOSE

This document is to be used as an open ended instrument for discussion and the improvement of the administrator's job performance. The construction allows it to be used by the diverse administrative responsibilities within the Crookston School District.

Refer to Appendix C "Administrator/Self Performance Appraisal" and Appendix D "Principal Evaluation."

II. INSTRUCTIONS:

- A. The supervisor and administrator will each complete the Performance Rating Sheet separately prior to the meeting. Those areas on the Rating Scale that are not applicable should be marked with an "NA."
- B. The rating sheets will be compared and discussed at the meeting. This will be the starting point for the conference.
- C. The conference will center around the strengths or concerns that are indicated on the Performance Rating Sheet.
- D. Comments would be noted on page two under the "Comments" section based on the Rating Sheet discussion.
- E. The Supervisor and the Administrator would each bring 3 goals for the following year to the conference. These would be discussed and agreed on.
- F. The discussion would lead to recommendations being formulated.

III. EVALUATOR EVALUATEES

Superintendent: Director of Community Education, Director of Special Education, Food Service Director, Accountant, High School Principal, Elementary Principals

Principals: All Assistants

