

Section 300 – Administration
Administrative Employees
Administrator Evaluation

File: 303.06

The superintendent of schools shall evaluate each principal at least twice each year during the individual's first three years of employment in the school district as a principal. These evaluations shall occur in October and February. After an employment period of three consecutive years the principal will be evaluated at least once each year. This evaluation will be no later than February 1. More frequent evaluations may occur if deemed necessary. After each evaluation the superintendent will hold a conference with each principal. A written summary of the superintendent of schools' written evaluation of each principal will be given to the individual evaluated and will be shared with the board of education at the regular February board meeting. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file. The salary and benefits for each principal shall be determined annually.

The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

Legal Reference: Neb. Statute 79-828
 NDE Rule 10-007.06