**ADMINISTRATION 3400**

**Administrative Evaluation**

The Board will conduct an appraisal of the job performance of the Administrator annually. This formal procedure will normally be scheduled during the month of December using a form developed by the Administrator and the Board.

The evaluation form may include indicators of performance in skill areas such as: leadership, board relations, staff relations, public relations, and fiscal management. The Board may decide to request input from served school districts regarding the responsiveness of the Administrator.

The Board may include specific annual goals or target areas as part of the annual evaluation. These written goals or target areas should be developed by the Board, the Administrator, and/or ESU staff to improve the services to schools.

One copy of the written evaluation shall be filed in the ESU business office and one copy shall be given to the Administrator.

Date of Adoption: 09/17/2001

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