

EVALUATION OF THE ADMINISTRATIVE OFFICER

As a regular and scheduled activity, the board will evaluate the performance of the administrative officer at least annually with written standards agreed to by the evaluatee and the evaluators. The primary purpose of the evaluation will be to effect improvements in administrative leadership.

Guidelines

- A. The administrative officer should be involved in the development of the standards with which he/she will be evaluated, or at least accept previously developed standards as appropriate to his/her current operations.
- B. Evaluation should be at a scheduled time and place, with no other items on the agenda, at a study or executive session with all board members present.
- C. The evaluation should be a composite of the individual board members' opinions, but the board as a whole should meet with the administrative officer to discuss the evaluation.
- D. The evaluation should include a discussion of strengths as well as weaknesses.
- E. Both parties should prepare for the evaluation--the administrative officer by conducting a rigorous self-evaluation, the board by examining various sources of information relating to the administrative officer's performance.
- F. The board should not limit itself to the items that appear on the evaluation form. No form or set of guidelines can encompass the totality of the administrative officer's responsibilities.
- G. Each judgment should be supported by as much rationale and objective evidence as possible. One board member's opinion should not be the sole basis for judgment on an appraisal item.
- H. The administrative officer should have the opportunity to evaluate the board. Ideally, the evaluation will include an examination of the working relationships between the board and administrative officer.

Performance Objectives

Using the evaluation of performance for a given year and new priorities established by the board, the board and the administrative officer will mutually establish, prior to October 1, a new set of specific performance goals and standards for the administrative officer for the ensuing year. These will then become the primary criteria for the next board evaluation of the administrative officer at the end of the designated year.

Adopted: FEBRUARY 20, 1992