

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the Superintendent of Schools, who shall be evaluated by the Board of Education, all certified and non-certified administrators shall be evaluated annually by the certificated personnel designated by the Superintendent. All evaluations shall be made in writing- and as applicable, shall utilize an evaluation system authorized by Oklahoma Statutes and the Oklahoma State Board of Education.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form which is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

The general areas of administrative effectiveness shall include criteria developed by the State Board of Education and any supplemental indicators which are included on the approved evaluation form. This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

Administrators are to be evaluated on an annual basis; however, nothing within this policy would prohibit an additional performance review/s should individual circumstances warrant.

The Board of Education shall evaluate and complete the evaluation form on the Superintendent of Schools at least ten (10) days prior to the Board taking any action to renew or not renew the Superintendent's contract.