

TERRELL COUNTY BOARD POLICY
Administrative Personnel Evaluation

Descriptive Code: CGI
Date: 5/10/2010
Rescinds Code: CGI
Date: 10/13/1997

Leadership Personnel Evaluation – The Superintendent shall implement and supervise an evaluation system for all administrative and supervisory personnel. The general purpose of the evaluation is to improve the administration and supervision of the educational units and programs and the quality of instruction in the school system so as to provide the best possible education for students. The Superintendent shall report to the Board annually on the performance of all administrators and supervisors and make recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year. The following guidelines shall be observed in the appraisal of leadership personnel:

1. Evaluative criteria each position shall be in written form and made permanently available to the administrator/supervisor.
2. The job performance of each member of the administrative staff shall be evaluated by the person to whom the administrator/supervisor is immediately responsible.
3. Results of the evaluations shall be put in writing and shall be discussed with the administrator/supervisor by the person who makes the evaluation. The administrator/supervisor shall signify that he/she has seen and discussed the evaluation with the evaluator by signing the evaluation. This signature does not necessarily indicate that the person being evaluated agrees with the evaluation.
4. The administrator/supervisor being evaluated will have the right to attach a memorandum to the written evaluation.
5. Staff development will be provided to address any needs identified.
6. All results of the evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.