

BUILDING ADMINISTRATOR(S) EVALUATION

The building administrator is evaluated by the superintendent in writing on an annual basis, with the process beginning in October. The formal evaluation process addresses the effectiveness of the administrator in carrying out the responsibilities outlined in his/her job description.

The goal of the evaluation process is to:

- Ensure the educational program for the students is carried out
- Promote growth in effective administrative leadership for the school district
- Clarify the building principal's role as determined by the board and the superintendent
- Focus the immediate priorities of the building administrator's responsibilities
- Ascertain areas in need of improvement.

The formal evaluation will include an opportunity for the building principal and the superintendent to discuss the written criteria for effective performance and develop a plan for future areas of growth.

Should an area of need be determined; the superintendent will work closely with the building administrator to address the issue and monitor progress prior to the written evaluation.

The summative written evaluation shall be ready for board review in March.

Should performance deficiencies warrant an improvement plan; the board chair shall be notified. The board will review the progress of the building administrator's improvement plan by April 15th for the purpose of determining continued employment.

Legal References:

Littkey v. Winchester School District, 219 NH 626 (1987)

NH Code of Administrative Rules Section 302, *Duties of Superintendents*

NH Code of Administrative Rules Section 304, *Duties of School Principals*

Adopted 2013

