

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: CFB</b></p>
<p><b>Adopted: 10-05-95</b>  <b>Revised: 09-20-01</b>  <b>Revised: 03-06-14</b></p>	<p><b>Page 1 of 1</b></p>

**EVALUATION OF ADMINISTRATORS**

The Superintendent shall conduct an ongoing process of evaluating administrators on their skills, abilities, and competence. Annually, the Superintendent or designee will formally evaluate the administrators.

The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator’s role as the board and the superintendent see it, ascertain areas in need of improvement, and focus the immediate priorities of the administrator’s responsibilities.

The formal evaluation shall include written criteria related to the job duties. The administrator may make comments responding to the formal evaluation.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent or designee, signed by the administrator and filed in the administrator's personnel file.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

**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*

***Appendix CFB-R***