

# PELHAM SCHOOL DISTRICT POLICY DRAFT

## CFB – ADMINISTRATOR EVALUATION

*Category: Recommended*

The Superintendent shall conduct an ongoing process of evaluating administrators, including the principal(s), assistant superintendent, business administrator, and directors of student services, human resources, and technology 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 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, 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.

The Superintendent will provide written feedback to new administrators at least twice in writing for each of the first three years of their employment.

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### **District Policy History:**

*Adopted: July, 1998*

*Revised: November, 1999*

*Revised: February 22, 2006*

*Revised: November 6, 2024*

### **Legal References:**

RSA 189:14-a & b

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

NH Code of Administrative Rules Part 302 Superintendents

NH Code of Administrative Rules Part 304 School Principals