

III. Human Resources

E. Evaluation

1. Evaluation of Administrators

Administrative and supervisory personnel from Assistant Principal and above and persons holding all other administrative or supervisory positions shall be evaluated in writing at least semi-annually.

The evaluations shall be conducted by each individual's superior, signed by both parties, and forwarded to the Superintendent no later than June 30th of each year. The Superintendent shall review the evaluations and report on them and on the evaluation instruments used to the School Committee not later than July 15.

The evaluation instrument shall reflect the job description of the individual being evaluated, as well as provide for the measurement of the person's progress toward successfully achieving his yearly goals and objectives. The Superintendent is responsible for the design and content of the evaluation instrument.

In addition to the year-end summative evaluation, the individual's superior will conduct a mid-year formative evaluation, documenting progress toward his yearly goals and objectives. This midyear progress report will allow for corrective action, if needed, to be implemented to ensure the successful completion of the individual's goals and objectives.

1st Reading:
Approved:

August 24, 2005
September 21, 2005

Narragansett School System
Narragansett, Rhode Island`