

1330 EVALUATION OF THE SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY

The Superintendent will evaluate the performance of the School Business Administrator/Board Secretary, tenured or nontenured, in order to assist both the Board and the School Business Administrator/Board Secretary in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the School Business Administrator/Board Secretary will consist of an assessment, by the Superintendent, of the School Business Administrator/Board Secretary performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator/Board Secretary.

The Superintendent will annually establish procedures for the evaluation of the School Business Administrator/Board Secretary. Such procedures may include, but need not be limited to, an informal conference with the School Business Administrator/Board Secretary for the purpose of discussing his/her job performance, a written evaluation report to which the School Business Administrator/Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth. The School Business Administrator/Board Secretary will be evaluated by the Superintendent no later than April 30th.

Adopted: 7 December 2009

