

R 1330 EVALUATION OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

A. Frequency of Evaluation

The Superintendent will evaluate the performance of the School Business Administrator/Board Secretary annually, no later than April 30, or more frequently as the Superintendent deems necessary.

B. Purpose

The evaluation of the School Business Administrator/Board Secretary shall be for the purpose of:

1. Promoting professional excellence and improving the skills of the School Business Administrator/Board Secretary;
2. Improving the effectiveness and efficiency of the financial management system;
3. Reviewing the performance of the School Business Administrator/Board Secretary against specific criteria developed by the Superintendent in consultation with the Board.

C. Evaluation Criteria

1. Criteria for the evaluation of the School Business Administrator/Board Secretary will be based upon the job description and will relate directly to each of the tasks described. Each criteria will be brief and will focus on a major function of the position, be based on observable information rather than factors requiring subjective judgment, and be written in a consistent format.
2. The Board shall develop and approve criteria for the evaluation which will be reviewed as necessary and as requested by the School Business Administrator/Board Secretary but not less than annually, and upon any revision of the School Business Administrator/Board Secretary's job description. Any proposed revision of the evaluation criteria will be provided to the School Business Administrator/Board Secretary for comment before its adoption, and a copy of the adopted revision shall be provided to the School Business Administrator/Board Secretary within ten working days of its adoption.
3. On or about April 1, the Superintendent will complete a written evaluation of the School Business Administrator/Board Secretary.



4. Upon completion, the Superintendent will provide a copy of the evaluation to the School Business Administrator/Board Secretary.
5. The Superintendent and School Business Administrator/Board Secretary will meet for an Annual Summary Conference to discuss the evaluation, establish a plan for performance, improvement, and growth.
6. An opportunity will be provided for the School Business Administrator/Board Secretary to enter performance data not included in the annual performance report and to respond to any commentary in the written evaluation.

D. Collection and Reporting of Evaluation Data

Data for the evaluation of the School Business Administrator/Board Secretary will be gathered by any one or more of the following methods:

1. Direct observation;
 2. Review of a document produced by the School Business Administrator/Board Secretary in the performance of his/her assigned duties;
 3. Interviews with the School Business Administrator/Board Secretary by the Superintendent regarding his/her knowledge of assigned duties;
 4. Paper and pencil instruments (such as competency tests, staff surveys, and the like);
 5. A review of the School Business Administrator/Board Secretary's performance by an outside observer (such as the district auditor);
 6. Audio-visual monitoring of the School Business Administrator/Board Secretary in the performance of assigned duties; and
 7. Reference to previous performance reports.
- #### E. Preparation of Written Evaluation Report

An annual written performance report shall be prepared, no later than April 30, by the Superintendent. The report will include, but need not be limited to:

1. Performance areas needing improvement;



2. A plan for professional growth and development; and
 3. Provision for performance data not included in the report which may be entered into the report by the School Business Administrator/Board Secretary within ten working days after the completion of the report.
- F. Conduct of Annual Performance Conference
1. An annual summary conference with the School Business Administrator/Board Secretary will be conducted by the Superintendent before the annual performance report is filed.
 2. The conference shall include but need not be limited to:
 - a. A performance review based upon achieving and implementing, as applicable, the district's goals, program objectives, policies, priorities, and statutory requirements;
 - b. A review of the most recent audit report; and
 - c. Growth toward the performance objectives established in the previous performance conference.
 3. The purpose of the annual performance conference shall be to provide a total review of the year's work, to identify strategies for improvement where necessary, to recognize achievement and good practice, and to specify a plan for professional growth and development. Adequate time shall be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
 4. The annual performance report will be signed by the Superintendent at the time of the annual performance conference and by the School Business Administrator/Board Secretary within ten working days of that conference. It will be filed in the School Business Administrator/Board Secretary's personnel file, and a copy will be provided to him/her.
 5. It will be the duty of the School Business Administrator/Board Secretary to implement the plan for professional growth as prepared; his/her failure to do so may result in disciplinary action up to and including certification of tenure charges.

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