

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE DIRECTOR

ADOPTED: April 18, 2002

REVISED:

	312. EVALUATION OF ADMINISTRATIVE DIRECTOR
1. Purpose	Regular, periodic evaluation of the Administrative Director's performance is a Joint Operating Committee responsibility. In carrying out this responsibility, the Joint Operating Committee recognizes that the Administrative Director is entitled to such a review in an objective and straightforward manner so that his/her leadership may be as effective as possible for the center.
2. Authority SC 1850.1	The Joint Operating Committee shall evaluate the performance of the Administrative Director annually at any time such action is prudent.
3. Guidelines	<p>Prior to the beginning of the period under evaluation, the Joint Operating Committee and Administrative Director shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include:</p> <ol style="list-style-type: none"> <li>1. Administrative Director's self-evaluation.</li> <li>2. Objectives/goals agreed upon annually by the Joint Operating Committee and Administrative Director.</li> <li>3. Working relationship between the Joint Operating Committee and the Administrative Director.</li> <li>4. Administrative Director's relationship with staff, students and community.</li> <li>5. Administrative Director's personal professional growth.</li> <li>6. Compilation of assessments by individual Joint Operating Committee members, which shall then be reviewed by the Joint Operating Committee and Administrative Director.</li> <li>7. Evaluation interviews between the Joint Operating Committee and Administrative Director during which no other business is discussed.</li> </ol>

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<p>Pol. 302</p> <p>School Code 1850.1</p> <p>Joint Operating Committee Policy 302</p>	<p>8. Consideration of objective data regarding student welfare, student test scores, curriculum development, business management and property maintenance, and employee grievances.</p> <p>As an outcome of the Administrative Director's evaluation, the Joint Operating Committee should:</p> <ol style="list-style-type: none"><li>1. Recognize strengths and assist the Administrative Director in capitalizing on them.</li><li>2. Identify weaknesses and establish a course of action that will assist the Administrative Director in improving performance in these areas.</li><li>3. Establish specific objectives to advance the center toward its goals.</li><li>4. Determine the necessity of any action regarding the employment of the Administrative Director.</li></ol>
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