

# NORTHERN TIER CAREER CENTER

SECTION: EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE DIRECTOR

ADOPTED: June 28, 2012

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">312. EVALUATION OF ADMINISTRATIVE DIRECTOR</p> <p>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 leadership of the center may be as effective as possible.</p> <p>The Joint Operating Committee shall evaluate the performance of the Administrative Director annually and at any time such action is prudent.</p> <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 any of the following:</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 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>
---------------------	---

312. EVALUATION OF ADMINISTRATIVE DIRECTOR - Pg. 2

<p>Pol. 302</p>	<p>8. Consideration of objective data regarding student achievement, student test scores, program development, business management, 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> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 302</p>
-----------------	---