

**Management, Supervisory and Confidential Personnel**

**EVALUATION/SUPERVISION**

**Certificated Management**

The Governing Board shall establish and define job responsibilities for administrative personnel. The evaluation and assessment of the competency of administrative personnel shall be based on:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent.

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Formal management evaluations shall be recorded in writing on a form prescribed by the Superintendent and conducted in conformance with law. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the district to this end.

**Classified Management Employees**

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the Board. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the district to this end.

**Confidential Personnel**

The Superintendent or designee shall develop appropriate procedures for the evaluation of confidential personnel.

Evaluations shall be administered in the same manner and time schedule as classified employees who have similar but nonconfidential positions with the district.

*Legal Reference:*

EDUCATION CODE

*33039 State guidelines for teacher evaluation procedures*

*35171 Availability of rules and regulations for evaluation of performance*

*44660-44665 Evaluation and assessment of performance of certificated employees*

*45113 Rules and regulations for the classified service in districts not incorporating the merit system*

GOVERNMENT CODE

*3543.2 Scope of representation (re evaluation procedures)*

Adopted: August 24, 1993

Revised:

Reviewed: 11/15/94

**WEST SONOMA COUNTY UHSD**

Sebastopol, California