

### 1330 Evaluation of School Business Administrator/Board Secretary

The Superintendent will annually 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 will consist of an assessment, by the Superintendent, of the School Business Administrator/Board Secretary's 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.

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 or 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: 26 July 1999

