

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE EMPLOYEES

ADOPTED: July 1, 1991

REVISED:

	313. EVALUATION OF ADMINISTRATIVE EMPLOYEES
1.Purpose	There shall be a plan for regular and periodic evaluation of all administrative employes, including the Assistant Director. The Executive Council shall be informed periodically as to the results of such evaluations.
2.Authority	<p>The Executive Council directs that evaluations be performed at least annually, and at any time such action is prudent.</p> <p>The Executive Council recognizes that planning for instruction, management, or administration is fundamental to the success of the teaching-learning process and the sound operation of the Vocational Technical School.</p>
3.Delegation of Responsibility	<p>The Director and Superintendent of Record shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Director shall inform the administrative employee of the criteria to be used for evaluation purposes.</p> <p>Each observation shall be followed by a conference between the Director and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>The Director shall conduct evaluations of the Assistant Director in accordance with policy and shall report to the Executive Council the results of such evaluations.</p> <p>The Director or designee shall be responsible for the administration of planning requirements.</p>