

1 **CJI Public Schools**

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3 **ADMINISTRATION**

6410

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5 Evaluation of the Principal

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7 The principal will be evaluated annually, in order to provide guidance and direction to the
8 principal in the performance of his/her assignment. Such evaluation will be based on job
9 descriptions, accomplishment of annual goals and performance objectives, and established
10 evaluative criteria.

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12 The Superintendent shall establish procedures for the conduct of these evaluations. Near the
13 beginning of the school year, the Superintendent shall inform the principal of the criteria to be
14 used for evaluation purposes, including the adopted goals for the District. Such criteria shall
15 include performance statements dealing with leadership; administration and management; school
16 financing; professional preparation; effort toward improvement; interest in students, staff,
17 citizens, and programs; and staff evaluation.

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19 Both the evaluator and the principal involved in the evaluation will sign the written evaluation
20 report and retain a copy for their records. A person being evaluated has the right to submit and
21 attach a written statement to the evaluation within a reasonable time following the evaluation
22 conference.

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26 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than
27 Superintendent

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29 Legal Reference: 10.55.701, ARM Board of Trustees

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31 Policy History:

32 Adopted on: 03/2005

33 Reviewed on: 03/11/14

34 Revised on: