

1330 EVALUATION OF THE BUSINESS
ADMINISTRATOR/BOARD SECRETARY

The Superintendent will evaluate the performance of the Business Administrator/Board Secretary, tenured or nontenured, in order to assist both the Board and the 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 Business Administrator/Board Secretary will consist of an assessment, by the Superintendent, of the 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 Business Administrator/Board Secretary.

The Superintendent will establish procedures for the annual evaluation of the Business Administrator/Board Secretary. Such procedures may include, but need not be limited to, an informal conference with the Business Administrator/Board Secretary/ for the purpose of discussing his or her job performance, a written evaluation report to which the Business Administrator/Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth.

Approved: April 25, 2000
Reviewed: March 9, 2015
Reviewed: December 10, 2019

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A. Frequency of Evaluation

The Superintendent will evaluate the performance of the Business Administrator/Board Secretary annually, no later than June 30, or more frequently as the Superintendent deems necessary.

B. Purpose

The evaluation of the Business Administrator/Board Secretary, shall be for the purpose of:

1. Promoting professional excellence and improving the skills of the Business Administrator/Board Secretary;
2. Improving the effectiveness and efficiency of the financial management system;
3. Reviewing the performance of the Business Administrator/Board Secretary against specific criteria developed by the Superintendent in consultation with the Board.

C. Evaluation Criteria

1. Criteria for the evaluation of the Business Administrator/Board Secretary will be based upon the job description and will relate directly to each of the tasks described. Each criteria will be brief and will focus on a major function of the position, be based on observable information rather than factors requiring subjective judgment, and be written in a consistent format.

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2. The Superintendent shall develop criteria for the evaluation of the Business Administrator/Board Secretary. The criteria will be reviewed at least annually, upon request by the Business Administrator/Board Secretary, and upon any revision of the Business Administrator/Board Secretary's job description. Any proposed revision of the evaluation criteria will be provided to the Business Administrator/Board Secretary for comment before its adoption, and a copy of the adopted revision shall be provided to the Business Administrator/Board Secretary within ten working days of its adoption.
3. The Superintendent will provide a written copy of the evaluation to the Business Administrator/Board Secretary by June 30.
4. The Superintendent and Business Administrator/Board Secretary will meet for an Annual Summary Conference to discuss the evaluation, establish a plan for performance, improvement, and growth.
5. An opportunity will be provided for the Business Administrator/Board Secretary to enter performance data not included in the annual performance report and to respond to any commentary in the written evaluation.

D. Preparation of Written Evaluation Report

An annual written performance report shall be prepared, no later than June 30, by the Superintendent. The report will include, but need not be limited to:

1. Performance areas needing improvement;
2. A plan for professional growth and development; and
3. Provision for performance data not included in the report which may be entered into the report by the Business Administrator/Board Secretary within ten working days after the completion of the report.

E. Conduct of Annual Performance Conference

1. An annual summary conference with the Business Administrator/Board Secretary will be conducted by the Superintendent before the annual performance report is filed.

2. The conference shall include but need not be limited to:
 - a. A performance review based upon achieving and implementing, as applicable, the district's goals, program objectives, policies, priorities, and statutory requirements;
 - b. A review of the most recent audit report; and
 - c. Growth toward the performance objectives established in the previous performance conference.
3. The purpose of the annual performance conference shall be to provide a total review of the year's work, to identify strategies for improvement where necessary, to recognize achievement and good practice, and to specify a plan for professional growth and development. Adequate time shall be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
4. The annual performance report will be signed by the Superintendent at the time of the annual performance conference and by the Business Administrator/Board Secretary within ten working days of that conference. It will be filed in the Business Administrator/Board Secretary's personnel file, and a copy will be provided to him or her.
5. It will be the duty of the Business Administrator/Board Secretary to implement the plan for professional growth as prepared; his or her failure to do so may result in disciplinary action up to and including certification of tenure charges.