

**CLOVIS UNIFIED  
SCHOOL DISTRICT****PERSONNEL**

Administrative and Supervisory

**EVALUATION/SUPERVISION OF ADMINISTRATIVE AND SUPERVISORY  
EMPLOYEES**

**PURPOSE:** To establish provisions regarding the supervision and evaluation of administrative and supervisory employees.

The Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the District's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

An employee shall be evaluated annually. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or management position.

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

**EDUCATION CODE**

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

44670-44671 Principal evaluation

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

Adopted: 10/21/2020

Doc# 43905-5 (08/2020, 03/2007)