

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE DIRECTOR

ADOPTED: December 16, 2004

REVISED: August 17, 2006

REVIEWED: April 15, 2025

312. EVALUATION OF ADMINISTRATIVE DIRECTOR	
1. Purpose	Regular, periodic evaluation of the Administrative Director's performance is a Joint Operating Committee responsibility. In carrying out this responsibility, the Joint Operating Committee recognizes that the Administrative Director is entitled to such a review in an objective and straightforward manner so that his/her leadership may be as effective as possible for the school.
2. Authority SC 1850.1	The Joint Operating Committee shall evaluate the performance of the Administrative Director at least annually, no later than May 15. Such evaluation meeting shall be devoted solely to the discussions on the evaluation. The meeting shall be private.
3. Guidelines	Prior to the beginning of the period under evaluation, the Joint Operating Committee and Administrative Director shall agree upon the criteria to be used for evaluation purposes.
SC 1080	The result of the evaluation must be in writing on a form provided by the school with a copy furnished to the Administrative Director. The result shall include an overall rating, as well as areas of strength and areas in which improvement is necessary.
School Code 1850.1	
Joint Operating Committee Policy 302	