# 1220 - APPRAISAL OF ADMINISTRATIVE PERSONNEL

The appraisal of the performance of administrative staff members is necessary to enable the Superintendent to monitor the effectiveness and competence of administrative staff members and to assist them in the improvement of their professional performance.

The work of each administrator shall be appraised annually by the immediate supervisor. Each appraisal shall relate, but not be limited, to the duties specified in the job description.

A. The appraisal shall be completed and on file in accordance with the time schedule established by the Superintendent.

B. An appraisal shall be submitted at the time an administrator leaves the District if services terminate prior to annual evaluations.

C. Administrators may be required to take recognized examinations as the Superintendent deems necessary to evaluate their health, competence, and/or performance. Refusal to take required examination(s) shall be grounds for immediate dismissal. The Board shall pay the cost of the examination(s).

F.S. 110.224, 1012.34