

COAST LIFE SUPPORT DISTRICT

POLICIES / PROCEDURES

TITLE: DISTRICT ADMINISTRATOR Performance Evaluation Policy

Policy

The Board of Directors shall evaluate the performance of the District Administrator at six months in writing and then once each year after that, unless indicated by most recent evaluation.

The evaluation shall include an assessment of the performance of the District Administrator, fulfillment of the duties and responsibilities specified in the job description and of mutually agreed upon goals and objectives.

Procedures

The evaluations should occur in closed session and coincide with the contract term. The Secretary of the Board shall maintain a notification system which tracks the date when the evaluation is due to ensure the Board Agenda is properly noticed. The Secretary will provide advanced notice to the Board and the District Administrator.

The format of the evaluation shall be as established by the Board. It will include a "360 degree" assessment and the District Administrator's self-evaluation.

During the scheduled closed session, the Board shall meet as a group to verbally discuss the components of the performance evaluation, to receive input and feedback from the District Administrator relative to his/her assessment, and to discuss future performance expectations. The President of the Board, or designee, shall meet with the District Administrator to finalize and sign the evaluation. The Secretary of the Board shall file the signed evaluation within the District Administrator's personnel file.

Reference

District Administrator Job Description
District Administrator Evaluation Document
Employment Agreement

9/19/2021 REVISED