



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 4315
Page 1 of 2

Management and Confidential Personnel

Evaluation/Supervision

Certificated Management

The Board of Trustees shall establish and define job responsibilities for administrative personnel. The evaluation and assessment of the competency of administrative personnel shall be based on:

1. The administrator's progress toward agreed-upon goals, objectives, and tasks established by the supervisor after consultation with the administrator.
2. General expectations of performance which recognize professional responsibility, accountability, and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent or his/her designee.

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every other school year. Administrators new to a position may be evaluated each year for the first two (2) years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator's immediate supervisor, or any higher supervisor.

Formal management evaluations shall be recorded in writing in a format prescribed by the Superintendent. The evaluation shall include recommendations for improvement if needed. If requested by the employee and deemed appropriate by the supervisor, the district shall provide assistance.

A copy of the evaluation shall be given to the administrator within ten (10) working days following the evaluation and no later than thirty (30) days before the last scheduled school day. The employee may make a written response to the evaluation at any time up to ten (10) days after receiving a copy of the evaluation. The response shall be attached to the evaluation and permanently placed in the employee's personnel file.

Evaluation/Supervision (continued)

Certificated Management (continued)

For twelve-month employees, the written evaluation report shall be given to the administrator no later than June 30 and a discussion of the evaluation shall be held no later than July 30 of the year in which the evaluation takes place. (Education Code 44663)

The Superintendent or designee shall develop regulations and procedures for the evaluation of all administrative personnel. These written regulations and procedures shall be available to administrative personnel. (Education Code 35171)

Classified Management Employees

Classified management personnel will be evaluated according to the procedures developed by the Personnel Commission. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the district to this end.

A copy of the evaluation shall be given to the manager within ten (10) working days following the evaluation. The employee may make written response to the evaluation at any time up to ten (10) working days after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

Confidential Personnel

The Superintendent or designee shall develop appropriate procedures for the evaluation of confidential personnel. Evaluations shall be administered in the same manner and time schedule as classified employees who have similar but nonconfidential positions with the district.

Legal Reference:

EDUCATION CODE

33039

35160.5

35171

44660-44665

GOVERNMENT CODE

3543.2

Policy adopted: 10/24/94