

Summary of Proposed Action: (Indicate why action is necessary and the event of coordination accomplished in developing the proposal.)

Revised to reflect practice and to account for electronic reporting to the State.

Attorney's Memo

CGI - Administrative Personnel Evaluation (Revise or Rescind)

Last reviewed: 10-10-2002

Changes Proposed: Revise or Rescind

Impact of Charter System Status: None.

Expressly Required by Law? No.

Legal Compliance and Suggestions: GBI covers "professional" (i.e., certified) personnel evaluation, and GCI covers classified personnel evaluation. As all employees fall into one of these two categories, it seems unnecessary and potentially confusing to have a third for "administrative," and I recommend rescission.

Policy: CGI

Descriptor Code: Administrative Personnel Evaluation

The Superintendent shall implement and supervise an evaluation system for all administrative personnel.

The Superintendent shall report to the Board periodically annually on the performance of all administrators and make recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year but more often during the first three years of employment. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
2. Evaluations shall be made by the person to whom the administrator is immediately responsible;
3. Results of evaluations shall be put in writing and shall be discussed with the administrator by the person who makes the evaluation;

4. ~~The administrator being evaluated will have the right to attach a memorandum to the written evaluation.; and~~
5. ~~All results of the evaluations shall be kept in the confidential personnel files maintained at the Superintendent's office.~~

State Reference Description

O.C.G.A 20-02-0210 Annual performance evaluation

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.