

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.4 MANAGEMENT PERSONNEL

**4.409 EVALUATION OF CERTIFICATED
MANAGEMENT STAFF**

SECTION 4.409.1 Certificated Management Evaluation Procedure

Frequency

All certificated administrators will be evaluated at least once each year. Administrators who have served for fewer than three years in the District will be evaluated formally at least twice per year.

Evaluator

Administrators will be evaluated by their immediate supervisor as indicated in the Poway Unified School District Organization Chart or as communicated to the administrator through any other official means.

Evaluation Criteria

Administrators will be evaluated upon their performance of all duties and responsibilities included in the job description and other activities for which the administrator is given responsibility. Particular attention will be given to items included in the administrator's goals for the year and to items which have been identified, if any, as needing improvement.

Salary Advancement

Administrators receiving an overall unsatisfactory rating will not be advanced on the salary schedule nor will they receive any cost of living increases provided by the Board for management staff.

Assignment/Reassignment

The District reserves the right to assign administrative personnel depending upon the need of the District. Any personnel to be reassigned will be notified in accordance with the law, as early as possible and except in rare cases or emergencies, prior to the end of the school year preceding the reassignment.

Reassignment to Non-administrative Position

Involuntary reassignment to non-administrative positions will be accomplished in accordance with the California law and only after the administrator has been advised of performance deficiencies and given time to improve in deficient areas.

Exception: Demotions as a result of reduction in force may not be preceded by performance notices.