

**Madrone Trail
Public Charter School**

Code: **CBG**
Adopted:

Evaluation of the Administrator

The administrator's job performance will be evaluated formally at least annually. The evaluation will be based on the administrator's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the administrator and/or the Board.

Additional criteria for the evaluation, if any, will be developed prior to conducting the evaluation. The administrator will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the administrator and his/her performance will be in executive session, unless the administrator requests an open session. Such an executive session will not include a general evaluation of any public charter school goal, objective or operation. Results of the evaluation will be written and placed in the administrator's personnel file.

Any time the administrator's performance is deemed to be unsatisfactory, the administrator will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the administrator pursuant to Board policy, the employment contract with the administrator and charter agreement.

END OF POLICY

Legal Reference(s):

[ORS 338.115\(2\)](#)