

CLARK COUNTY SCHOOL DISTRICT REGULATION

4321

EVALUATION: ADMINISTRATIVE EMPLOYEES

- I. At any time conditions warrant, administrative personnel may be evaluated on the appropriate form relating to the assignment.
 - A. A conference will be held whenever a performance appraisal report is completed.
 - B. The evaluator and the evaluatee shall date and sign the report to indicate that the conference has been held and that the evaluatee has had an opportunity to read the appraisal.
 - C. If the evaluatee desires to respond to the appraisal report, a check shall be made in the appropriate space, and the date when a response will be received by the supervising administrator will be specified.
 - D. Upon receipt of the response, the supervising administrator shall check the appropriate space and specify the date received.
 - E. An evaluatee's refusal to sign the performance appraisal and the reason thereof shall be indicated on the performance appraisal. Such refusal may be grounds for disciplinary action.
- II. Evaluations are required in the following circumstances:
 - A. All postprobationary employees on the Unified Administrative Salary Schedule shall receive a written evaluation once each year prior to July 1. A postprobationary administrator is an employee who has satisfactorily completed a probationary contract in a school district within the state of Nevada and is employed as an administrator for a second or subsequent year.
 - B. All probationary employees on the Unified Administrative Salary Schedule shall receive a written evaluation three times each year no later than December 1, February 1, and April 1. A probationary administrator is an employee who, unless continuing as a postprobationary administrator from another Nevada school district, is in the first contract year or a second trial year of employment as an administrator with the district.

- C. Administrators recommended for nonrenewal of contract, reassignment or retention on the same step of the salary schedule shall be evaluated and the performance appraisal document shall be completed and submitted to the appropriate division head or region superintendent. The division head or region superintendent shall review the recommendation with the associate superintendent, Human Resources Division, and district legal counsel prior to February 1.

Legal Reference: NRS Chapter 391 Administrators Evaluation
Review Responsibility: Human Resources Division
Adopted: [4761:11/69]
Revised: (8/79; 10/22/81; 11/7/85; 11/14/89; 10/26/93)
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