

# Administration Performance Evaluation Policy

Heads of School, Flex Directors and Flex Administrators will be evaluated as they near the end of their first year of employment with Flex Academy. This evaluation will be comprised of two parts: Administrator's Self-Evaluation and Supervisor's Evaluation. The two components will be summarized by the Supervisor and will be presented face-to-face with the Administrator.

A written summary will be submitted to be signed by both the Administrator and the Supervisor. The Administrator will keep one copy. A second copy will be placed in their HR file. Administrators will be evaluated annually.

Administrators may be evaluated at the Supervisor's discretion. If concerns arise regarding their performance, the individual will be informed in writing that they will be evaluated sooner than scheduled.

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Revision #2

Created 31 July 2023 22:46:45 by Ryan McGuire

Updated 4 November 2024 19:39:43 by Ryan McGuire