Administration Performance Evaluation Policy

Heads of School, Flex Directors and Flex School Leaders 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 School Leader and the Supervisor. The School Leader will keep one copy. A second copy will be placed in their HR file. School Leaders will be evaluated every second year.

School Leaders may be evaluated more frequently 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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