

### **ANNUAL PERFORMANCE REVIEW**

The Sharon Springs Central School Board of Education, the Superintendent, the Administration, the Teachers and Non-teaching Staff shall be evaluated annually by a performance review.

The purpose of this evaluation is to strengthen the ability to meet goals and promote professional growth in their area of responsibility. The forms to be used will be contractually agreed upon, where applicable, or mutually agreed upon.

The Board of Education will conduct an annual self evaluation. The Board of Education will annually evaluate the Superintendent of Schools. The Superintendent of Schools will evaluate other administrative staff and teaching staff, either in person or through his designee, and report to the Board of Education. Non-teaching Staff will be annually evaluated by their immediate supervisor and a report given to the Superintendent of Schools who will report to the Board of Education.

All evaluations will become part of the School District Employee's Individual Personnel File. As a result of the evaluated performance of the employee, a plan to improve or correct deficiencies will be established and become part of the annual performance review.