

Human Resources Responsibilities

1. Human Resources Department will notify all supervising administrators annually.
2. Compiling, maintaining, communicating, and disseminating the Administrator Performance Evaluation List and Schedule for all administrators in the District.
3. Ensuring principles of confidentiality in the maintenance of Administrator Performance Evaluation materials according to District policies and procedures.
4. Facilitating a collaborative, systematic monitoring and assessment system of the Administrator Performance Evaluation Process, and recommending appropriate revisions, as needed.
5. Follow up with administrators who are delinquent in submitting timely completed evaluations.
6. Receiving completed evaluations for filing into the employee's personnel file.

Links: [Administrator Evaluation Procedure](#)

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