

## EVALUATION OF PRINCIPALS/BUILDING ADMINISTRATORS

Evaluations will be conducted in accordance with state law and Board policy to administrators in developing and strengthening their professional abilities, improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development and level of performance of administrators. Evaluations also will serve as the measurement of satisfactory performance for administrators and documentation for dismissal for unsatisfactory performance.

Therefore even though the evaluation process is designed to encourage and assist administrators to perform at a level consistent with the district's standards, the evaluator or the superintendent may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

### Initial Requirements

All certificated administrators (Building Principals) will be evaluated. The superintendent is responsible for evaluating the Building Level Principals. The Board of Education will perform all duties of the supervisor of the evaluator.

A job description will be developed for each building principal. The administrator annually will establish job performance objectives in cooperation with the superintendent.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether an administrator's performance meets district standards. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each administrator about the evaluation system, the evaluation policy and procedures, the responsibilities of the evaluator and evaluatee, the standards for satisfactory performance and the evaluation criteria for the evaluatee's position.

### Information Collection

The evaluator will use the most appropriate means of data collection available to assess the administrator's performance. The data collected primarily will be based on direct observation when appropriate and/or first-hand knowledge of the administrator's performance.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments. The administrator's self evaluation also will be considered as a source of information during the evaluation process.

### Frequency and Duration

Administrators in their first two years of service in the district will be evaluated twice during each year. All other administrators will be evaluated at least once each year.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluate, only when the evaluate is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system, and the evaluate has an opportunity to meet with the evaluator.

The district's evaluation system specifies that two direct observations and data collection for a period of an hour each be completed before the evaluation report is written. Minor adjustments and variations will be allowed in order to insure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before December 15th of each school year for administrators with less than two years experience, and May 5th of each school year for all administrators.

### Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the administrator and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the administrator's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the administrator.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluate. Both the evaluator and the evaluate will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein.

The administrator may attach any written comments to the evaluation report before it is reviewed by the supervisor of the evaluator. Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each administrator's evaluation, including the evaluation report. This file will be available for the administrator's review and will include any written comments signed and submitted by the administrator.

#### Unsatisfactory Performance

1. An administrator whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the administrator.
3. The administrator will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of an administrator on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the administrator's next evaluation shows the administrator is performing satisfactorily, no further action will be taken.
6. If the administrator's next evaluation indicates the administrator still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal or transfer.

#### Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the evaluatee.

Informal evaluations or observations may be made whenever appropriate.

APPROVAL DATE: September 19, 1990

REVISION DATE: March 20, 1996