

Evaluation of District Level Administrative Staff Procedure

The process of developing criteria and procedures for District Level Certified Administrator evaluations will allow opportunities for input from stakeholders, including the Board, administrators, teachers, and parents/guardians.

Evaluation Objectives

The District's District Level Certified Administrator Evaluation Program is designed to:

1. Maintain or improve each District Level Certified Administrator's job satisfaction and morale by letting him or her know that the Superintendent is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning each District Level Certified Administrator's further training and professional development;
3. Assure considered opinion of a District Level Certified Administrator's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each District Level Certified Administrator's capabilities;
6. Provide an opportunity for each District Level Certified Administrator to discuss job problems and interests with the Superintendent; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent shall have the responsibility for administering and monitoring the District's District Level Certified Administrator Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for Creating and implementing a plan for ongoing training and professional development and the funding thereof for principals in the District's Performance Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation;

2. Creating a plan for ongoing review of the District's District Level Certified Administrator Evaluation Program that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;
3. Creating a procedure for remediation for principals that receive evaluations indicating that remediation would be an appropriate course of action;
4. Creating an individualized evaluation rating system for how principal evaluations will be used to identify proficiency and record growth over time with a minimum of three rankings used to differentiate performance of principals including:
  - A. Unsatisfactory being equal to a rating of 1;
  - B. Basic being equal to a rating of 2;
  - C. Proficient being equal to a rating of 3.
  - D. A fourth evaluation rating of Distinguished, being equal to "4," may be used in addition to the three (3) minimum rankings at the discretion of the Board; and
5. Completing Principal Evaluation annually, ensuring proper safeguards, and filing completed evaluations.

The individuals assigned this responsibility shall have received training in administrator evaluations based on the statewide framework for evaluations.

#### Written Evaluation

A written summative evaluation will be completed for each District Level Certified Administrator by the Superintendent no later than June 1<sup>st</sup> for each annual contract year of employment. A copy will be given to the District Level Certified Administrator. The original will be retained by the Superintendent. The evaluation shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Superintendent and the District Level Certified Administrator as to the job description and major performance objectives.

The evaluation will identify the sources of data used in conducting the evaluation. Proficiency in conducting observations and evaluating effective teacher performance shall be included as one source of data.

#### Evaluation Measures and Criteria

**Professional Practice:** District Level Certified Administrator must receive an evaluation in which the majority of the evaluation results are based on Professional Practice. All measures included within the Professional Practice portion of the evaluation must be aligned to the Domains and Components listed below and based upon the Idaho Standards for Effective District Level Certified Administrator.

**Domain 1: District Climate:** The District Level Certified Administrator promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to

student learning and staff professional development. The District Level Certified Administrator articulates and promotes high expectations for teaching and learning while responding to diverse community interests and needs.

1. **School Culture:** The District Level Certified Administrator establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors;
2. **Communication:** The District Level Certified Administrator is proactive in communicating the vision and goals of the school or District, the plans for the future, and the successes and challenges to all stakeholders; and
3. **Advocacy:** The District Level Certified Administrator advocates for education, the District and school, teachers, parents, and students and engenders school support and involvement.

**Domain 2: Collaborative Leadership:** The District Level Certified Administrator promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. In collaboration with others, he or she uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The principal uses research and/or best practices in student achievement, instructional programs, and improving the education program.

1. **Shared Leadership:** The District Level Certified Administrator fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth;
2. **Priority Management:** The District Level Certified Administrator organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities;
3. **Transparency:** The District Level Certified Administrator seeks input from stakeholders and takes all perspectives into consideration when making decisions;
4. **Leadership Renewal:** The District Level Certified Administrator strives to continuously improve leadership skills through professional development, self-reflection, and utilization of input from others; and
5. **Accountability:** The District Level Certified Administrator establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.

**Domain 3: Instructional Leadership:** The District Level Certified Administrator promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The District Level Certified Administrator provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

1. **Innovation:** The District Level Certified Administrator seeks and implements innovative and effective solutions that comply with general and special education law;
2. **Instructional Vision:** The District Level Certified Administrator ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn;
3. **High Expectations:** The District Level Certified Administrator sets high expectation for all students academically, behaviorally, and in all aspects of student well-being;

4. Continuous Improvement of Instruction: The District Level Certified Administrator has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching Second Edition and aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision;
5. Evaluation: The District Level Certified Administrator uses teacher/principal evaluation and other formative feedback mechanisms to continuously improve teacher/principal effectiveness; and
6. Recruitment and Retention: The District Level Certified Administrator recruits and maintains a high quality staff.

### Rebuttal/Appeal

Within ten working days from the date of the evaluation meeting with the Superintendent the District Level Certified Administrator may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the District Level Certified Administrator disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the Superintendent within ten working days, the Superintendent shall provide the District Level Certified Administrator with a written response within ten working days either amending the evaluation as requested by the principal or stating the reason(s) why the Superintendent will not be amending the evaluation as requested.

If the Superintendent chooses to amend the evaluation as requested by the District Level Certified Administrator then the amended copy of the evaluation will be provided to, and signed by, the principal and retained in the District Level Certified Administrator's personnel file.

If the Superintendent chooses not to amend the evaluation as requested by the District Level Certified Administrator then the evaluation along with the written rebuttal/appeal, and the Superintendent's response, if any, will be retained in the District Level Certified Administrator's personnel file.

### Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew a District Level Certified Administrator's contract the District will comply with the requirements and procedures established by State law.