

## **Lakeland Joint School District No. 272**

### **ADMINISTRATION**

**6320**

#### Evaluation of District Level Certified Administrative Staff

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals.

Each District Level Certified Administrator shall be evaluated annually in order to provide guidance and direction to the District Level Certified Administrator in the performance of his or her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. Measures of growth in student achievement are as determined by the Board and may be included as an optional measure on the evaluation.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the District Level Certified Administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

#### Evaluation Process

Each District Level Administrator shall receive at least one written evaluation to be completed no later than June 1<sup>st</sup> for each annual contract year of employment. Each District Level Certified Administrator evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluations using the State's adopted model.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within 10 working days following the conference.

Cross Reference: [6320P Evaluation of District Level Certified Administrative Staff Procedure](#)

6300 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: I.C. § 33-513 Professional Employees  
I.C. § 33-518 Employee Personnel Files  
IDAPA 08.02.02.121 Local District Evaluation Policy

Policy History:

Adopted on: 01/12/2015

Revised on: 01/23/2018

Revised on: 11/10/2020

Reviewed on: