

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 300: Administration: School Principal

Section Title: Supervision and Evaluation

Sub-section Number: 305.4a

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### **Evaluation of Principals**

Each principal 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 principal evaluation shall use multiple research-based measures aligned to the Idaho Standards for Effective Principals.

### **Evaluation Objectives**

Principal evaluation is designed to:

1. Maintain or improve each principal's job satisfaction and morale by letting him / her know the superintendent or designee is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning each principal's further training and professional development;
3. Assist in planning personnel moves and placements;
4. Provide an opportunity for each principal to discuss job challenges and interests with the superintendent or designee; and
5. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for purposes as promotions, disciplinary action, and termination.

### **Responsibility**

The superintendent or designee shall have the responsibility for administrating and monitoring principal evaluations and will ensure the fairness and efficiency of its execution.

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

### **Written Evaluation**

A written summative evaluation will be completed for each principal by the superintendent or designee no later than June 1<sup>st</sup> for each annual contract year of employment.

The written evaluation will identify proficiency and record growth over time with four rankings used to differentiate performance of principals:

- 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; and
- D. Distinguished being equal to a rating of 4.

A copy will be given to the principal. The original will be retained by the superintendent or designee. 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 or designee and the principals 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: Principals must receive an evaluation in which a majority of the summative evaluation results are based on professional practice. All measures within the professional practice portion of the evaluation must be aligned at a minimum to the following domains and components based upon the Idaho Standards for Effective Principals:

#### **Domain I: School Climate**

- School Culture: Establishes a safe, collaborative and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors.
- Communication: Proactively communicates the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
- Advocacy: Advocates for education, the district and school, teachers, parents and students that engenders school support and involvement.

#### **Domain II: Collaborative Leadership**

- Shared Leadership: Fosters shared leadership that takes advantage of individual expertise, strengths and talents, and cultivates professional growth.
- Priority Management: Organizes time and delegates responsibilities to balance administrative/managerial, educational and community leadership priorities.
- Transparency: Seeks input from stakeholders and takes all perspectives into consideration when making decisions.
- Leadership Renewal: Strives to continuously improve leadership skills through professional development, self-reflection and utilization of input from others.
- Accountability: High standards for professional, legal, ethical and fiscal accountability are established for self and others.

#### **Domain III: Instructional Leadership**

- Innovation: Seeks and implements innovative and effective solutions that comply with general and special education law.
- Instructional Vision: Ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.
- High Expectation: Sets high expectation for all students academically, behaviorally and in all aspects of student well-being.
- Continuous Instructional Improvement: Aligns resources (professional development, allocation of teacher time, budget decisions), policies and procedures (school improvement plans, teacher evaluation) toward continuous improvement of instructional practice guided by the instructional vision.
- Evaluation: Uses teacher/administrator evaluation and other formative feedback mechanisms to continuously improve teacher/administrator effectiveness.
- Recruitment and Retention: Recruits and maintains a high quality staff.

The evaluation will also include at least one of the following as a measure to inform the professional practice portion:

1. Input received from parents or guardians;
2. Input received from students;
3. Input received from teachers; and/or

#### 4. Portfolios.

Student Achievement: Part of the evaluation must be based on multiple objective measures of growth in student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or the immediate past year's data. Growth in student achievement may be considered as an optional measure for all other school-based and district-based administrators.

#### **Communicating Evaluation Results**

Each evaluation shall include a meeting between the superintendent or designee and principal wherein the superintendent or designee will:

1. Discuss the evaluation with the principal, emphasizing strong and weak points in job performance.
2. Allow the principal to make any written comments he / she desires. Inform the principal he / she may submit a written rebuttal of any portion of the evaluation within seven (7) days.
3. Have the principal sign the evaluation indicating he / she has been given a copy.

Legal Reference:	I.C. § 33-513	Professional Personnel
	I.C. § 33-518	Employee Personnel Files
	I.C. § 33-1001	Definitions
	IDAPA 08.02.02.121	Local District Evaluation Policy – School Principal

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