

SUPERINTENDENT'S REGULATION 5-8.7 EVALUATION OF ADMINISTRATIVE STAFF

Evaluation is an assessment of one's performance and should enable an individual to grow professionally and improve his/her performance. This evaluation should be completed annually by March 1. All professional goals that are developed for the following year should be done as a result of the evaluation. The identified professional goals will be reviewed with the evaluatee by March 15. During the following year, the objectives will be reviewed a minimum of two times prior to the final written assessment on March 1.

The division superintendent will be responsible for the evaluation of the building principals. The building principals will be responsible for evaluating their assistants.

Evaluative Criteria

Leadership

Follows through with administrative decisions and policies and works toward achieving school and system-wide goals.

1. Assists in developing and implementing philosophy, policy, and curriculum within the school.
2. Demonstrates initiative and accepts responsibility appropriate to the position.
3. Delegates responsibility and authority for maximum effectiveness and efficiency.
4. Is flexible in the approach to administrative decision-making.
5. Is willing to make and give rationale for decision.
6. Involves staff and other personnel in the decision-making process.
7. Accepts responsibility for the health and safety of pupils and personnel.
8. Promotes and facilitates effective working relationships among all school personnel.
9. Evaluates performance of staff members on the basis of student academic progress and the skills and knowledge of instructional personnel and job expectations.
10. Recognizes and encourages leadership talents in others.
11. Administers and supervises programs and activities.

Instruction and Curriculum

1. Follows school division procedures and state guidelines for curriculum development.
2. Plans and/or recommends curriculum improvements or changes.
3. Assists staff members in selecting appropriate and significant objectives for instructional improvement.
4. Interprets division-wide curriculum, instructional goals and objectives to staff, parents, pupils and community.
5. Keeps learning and instruction foremost in the planning of all school activities.
6. Encourages and assists teachers to adjust their educational program to individual pupil needs and abilities.
7. Follows a planned program of classroom observations and conferencing for the purpose of evaluating instruction and giving constructive direction.
8. Assists teachers in providing a classroom atmosphere conducive to good learning situations.
9. Assists teachers in analyzing student test results and student performance.
10. Monitors program of student remediation, reinforcement, and reevaluation.

Student Services

1. Fulfills the responsibility for the health, safety and welfare of students.
2. Fulfills the responsibility for administering student attendance.
3. Fulfills the responsibility for administering a system for efficient maintenance of student records.
4. Involves students, parents and staff in developing school discipline rules and procedures, and ensures they are known to the students, parents, and staff.
5. Follows established student discipline procedures and/or policies.
6. Involves parents, staff, and other resource personnel and students to assist students.

7. Maintains a respect for the individual in all disciplinary action and encourages pupils to respect the rights, properties and opinions of others.
8. Promotes a school climate in which students can develop good citizenship and demonstrate leadership qualities.
9. Administers student services programs (guidance, psychological, etc.)
10. Follows guidelines and policies of the school division concerning co-curricular activities.

Personnel/Staff

1. Effectively utilizes staff through planning.
2. Assists and encourages teachers to reach higher standards in their instructional program.
3. Promotes high morale and enthusiasm with staff members.
4. Is empathetic to the concerns and problems of individual staff members.
5. Evaluates performance of staff members according to established procedures to include student outcomes and remediation procedures.
6. Provides orientation for newly appointed personnel.
7. Follows established procedures in selecting new staff members.

Staff Development

1. Plans and implements staff in-service programs to support total school program to include SOL teacher training.
2. Involves staff in planning and/or conducting in-service programs and the evaluation of these programs.
3. Contributes to school division in-service programs.
4. Encourages individual professional growth activities by staff.
5. Participates in professional growth activities.

School Community Relations

1. Interprets the school division's policies and/or programs for the community.
2. Listens and responds appropriately to community views and inquiries.
3. Encourages the community to become involved in school activities.
4. Involves pupils, parents, staff and others in planning.
5. Provides opportunities to strengthen lines of communication between the school and the community.
6. Encourages staff to include volunteers and community resources in the educational program.

Budget Management

1. Assesses financial needs of school in relation to student and staff needs.
2. Operates within financial allocations.
3. Assumes responsibility for keeping accurate financial reports.
4. Maintains accurate inventories of supplies and equipment.
5. Involves the staff in assessing the needs for existing programs, expressed program needs and budget limitations.

Physical Facilities Management

1. Schedules use of school according to established guidelines.
2. Works with appropriate persons to ensure a neat and attractive school on a daily basis.
3. Regularly evaluates the condition of the school and submits requests for repairs and/or improvements.
4. Encourages students and staff to show school pride and consideration in the use of the building and grounds.
5. Develops and maintains a safe and secure school, including plans for emergency situations.
6. Operates school in an energy efficient manner.

Professional Qualities

1. Possesses knowledge of current laws, regulations, and instructional trends in education.
2. Pursues opportunities for professional growth by attending conferences, meetings and classes.

3. Is available to students, staff, and parents.
4. Dresses appropriately for the position.
5. Demonstrates enthusiasm and commitment.
6. Shows effective organizational and planning skills.
7. Is receptive to new ideas and demonstrates the ability to adjust to change.
8. Motivates others in a positive way.
9. Demonstrates punctuality and dependability.