

ORANGE SOUTHWEST SUPERVISORY UNION

LEVEL 1 ADMINISTRATORS SUPERVISION & EVALUATION PROTOCOLS

The Superintendent of Schools shall formally supervise and evaluate all Administrative Cabinet members on an annual basis.

Cabinet members will be notified when the evaluation process will begin and be provided an OSSU Administration Evaluation Checklist to complete in draft and return to the Superintendent. In addition to identifying the successes, needs, and challenges of their schools and identify how they align to the OSSU Ends Statement, administrators must collate key student performance outcomes to be tracked over time using district sources such as, but not limited to, VCAT, Data Walls, Grade Profiles, national assessments, etc... Lastly, the administrator will correlate their successes, needs and challenges with the ISLLC Standards (attached to the Checklist).

The Superintendent of Schools, upon receipt of the draft Checklist, shall review and finalize the Checklist. The Superintendent of Schools may review the Cabinet member's IPLP and Administrative License to ensure his/her compliance with DOE rules and regulations.

The Superintendent of Schools shall complete the Checklist and attach a summative written evaluation of the Cabinet member, based on the overall performance of his/her school based on pre-determined desired outcomes outlined in the current Cabinet Goals Statement and current OSSU Strategic Plan.

The Superintendent of Schools shall: (1) complete further evaluation materials as needed; (2) begin a comprehensive performance review as needed; or (3) conclude the supervision and evaluation process.

The Superintendent of Schools shall provide the Cabinet member a copy of the completed Checklist and written summative evaluation for final review. Upon completion of the final review, both the Cabinet member and Superintendent of Schools will sign-off on the document.

A signed copy of the completed evaluation documents will be provided to the Cabinet member and filed in his/her personnel file.