

EVALUATION OF ADMINISTRATIVE STAFF

Code **GCO** Revised **10/18**

Purpose: To establish the basic structure for evaluation of administrators in the district to ensure accountability.

The appropriate personnel will evaluate the performance of every administrator fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of evaluation in accordance with state laws and regulations.

The elements of the performance evaluation program are as follows:

- every employee is informed of the criteria by which his/her performance is evaluated.
- every employee has the right to receive the results of his/her performance evaluation in writing.
- Every employee has the right to respond to the completed evaluation in writing.

Principal evaluation

The district will use the South Carolina Department of Education's (SCDE) Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) and its associated Performance Standards and Criteria for Principal Evaluation as adopted by the State Board of Education (SBE) for the purpose of conducting evaluations of principals and guiding their professional development. The superintendent may add standards and criteria as established by the board and/or by the principal and superintendent in collaboration. The district may use an approved alternative evaluation process that meets state standards and national standards.

The district will establish an annual professional development plan (PDP) for a principal, based on the state evaluation program's performance standards and criteria, and the school's renewal plan, and identified areas of student growth which address the principal's identified strengths and weaknesses.

The district will ensure that principals receive awareness training that includes detailed information regarding PADEPP and the PADEPP evaluation instrument. The district will also ensure that the superintendent and the superintendent's designee(s) are trained as evaluators of principals. The district coordinator for PADEPP will be responsible for administration of the PADEPP program and will submit annual assurances and required principal evaluation data to the SCDE as required by state law and regulations.

The district will utilize the results from principal evaluations in decisions regarding principal development, compensation, promotion, retention and removal. Satisfactory performance on an evaluation does not guarantee reemployment as a principal.

Adopted 10/5/09; Revised 10/3/11; Issued 3/4/13; Revised 10/1/18

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Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-24-40 – Evaluation of and performance standards for school principals.
- B. State Board of Education Regulations:
 - 1. R-43-165.1 – Program for Assisting, Developing and Evaluating Principal Performance (PADEPP).