

EVALUATION OF ADMINISTRATIVE STAFF

Code **GCO-R** Revised **11/20**

Evaluation Cycle

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

Every employee will be informed of the criteria by which his/her performance is evaluated and every employee has the right to discuss his/her performance evaluation with his/her supervisor.

All appeals will follow the district policies and procedures governing the appeals process.

Training and reporting

The district must provide appropriate training for all personnel responsible for conducting the evaluation process.

The district must meet all reporting requirements as outlined in law and state regulations.

Principals

A principal is the chief administrative head or director of an elementary, middle or secondary school or of a career and technology, special education or alternative school. Induction principals are those serving for the first time as building-level principals. These principals are considered probationary until they have completed the requirements of the Principal Induction Program (PIP) and have received an overall rating of proficient or higher on the Program for Assisting, Developing and Evaluating Principal Performance (PADEPP) evaluation instrument.

The evaluation cycle will be consistent with the school year as defined by law. After induction, principals will be evaluated as outlined below.

Principals with Tier I certification

First-year principal

A first-year principal will participate in PIP. The superintendent or his/her designee will provide the first-year principal with written and oral feedback relative to each performance standard and criterion at least at mid-year and end-of-year conferences. The superintendent or his/her designee will observe, collect relevant data, consult with the principal on a regular and consistent basis, and provide the principal with an informal written evaluation.

Second-year principal

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A second-year principal will enter the evaluation cycle. Upon completing PIP in year one and receiving an overall rating of proficient or exemplary on the PADEPP evaluation instrument in the second year of employment, the principal will be eligible for Tier 2 principal certification. If the overall rating on the PADEPP evaluation instrument in the second year of employment as a principal is needs improvement, the principal will remain on Tier I certification until the district verifies to the department of education that the principal has achieved an overall rating of proficient or higher on PADEPP.

Principals with Tier 2 certification

The superintendent or his/her designee will evaluate Tier 2 principals annually. The evaluation will address each of the nine PADEPP performance standards and accompanying criteria. A full evaluation using all PADEPP performance standards will be conducted every other year. The evaluations conducted in years between full evaluations will include Performance Standard 2 Instructional Leadership, performance standards rated the previous year as needs improvement and any additional performance standards identified for growth in the principal's Professional Development Plan (PDP). Full evaluations may be conducted each year as determined by the superintendent. The principal will receive feedback regarding his/her performance at least at mid-year and end-of-year conferences.

Evaluation process

The evaluation of each principal will consist of both formative and summative phases.

The formative phase will begin with an initial review of the evaluation instrument by the evaluator with the principal. Regular conferences will be held to discuss the principal's progress and will include an analysis of the data collected during the year.

The summative phase will provide for evaluative conclusions regarding the principal's performance based upon the data collected. Upon completion of the evaluation, the evaluator will meet with the principal to discuss the findings in terms of each of the PADEPP performance standards as well as the overall results. The evaluator and principal will sign the form at the conclusion of the meeting with a copy given to the principal.

After reviewing the overall results of the evaluation, the principal and evaluator will establish the principal's PDP on the basis of the identified strengths and weaknesses, as well as the school's renewal plan.

Each principal may respond in writing to his/her formal evaluation; however, the written response must be submitted to the evaluator within 10 working days of the summative conference.

Adopted 10/5/09; Revised 10/3/11; Issued 3/4/13; Revised 10/5/15, 11/9/20