

Evaluation of Principals/Building Administrators

The Board, in keeping with state law, shall institute and maintain a comprehensive program for the evaluation of all building administrators.

Under the direction of the superintendent of schools or his designee, building principals shall be the chief administrative and instructional officers of the schools. The principals shall be responsible for performing all functions of their job descriptions and shall have the authority to carry out their duties as prescribed by the superintendent, state law and Board policy.

The superintendent shall implement and supervise an evaluation system for all certificated/licensed administrative personnel and make appropriate recommendations regarding their employment.

Certificated/licensed administrator evaluations shall provide a basis for criticism and improvement of administrative performance and to measure the level of that performance. Certificated/licensed administrators also shall be evaluated on their ability to fairly and credibly evaluate other certificated/licensed staff.

Certificated/licensed administrators shall be evaluated for the purposes of:

1. Improving curriculum goals
2. Achieving instructional excellence
3. Enhancing professional growth and development

Formal evaluations shall be made at least once a year. They shall be conducted according to the following guidelines;

1. Evaluative criteria for each position shall be in written form and made available to the administrator prior to the evaluation cycle.
2. Evaluations shall be made by the person to whom the administrator is immediately responsible and shall be signed by the up-line supervisor of the administrator doing the evaluation.
3. Results of evaluations shall be put in writing and shall be discussed with the administrator by the person who makes the evaluation.
4. The administrator being evaluated shall have the right to attach a memorandum to the written evaluation.
5. All evaluation results shall be kept in confidential personnel files maintained in the superintendent's office.
6. The evaluation system shall contain a process which shall be followed when a principal's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies.

The Board shall consult with principals, parents and the advisory school district personnel performance valuation council when developing the process for evaluation of principals.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 22-9-101 *et seq.* (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-32-126
C.R.S. 22-63-301
C.R.S. 22-63-302 (8)

CROSS REFS.: BDFA*, District Personnel Performance Evaluation Council
CFBA*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff Members

Note: *Please refer to the document 'Highland Schools Building Administrators Personnel Performance Assessment Process ' on file in the superintendent's office*