

ADMINISTRATIVE REGULATION

No. 307

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

EVALUATION OF SITE LEVEL ADMINISTRATORS

Administrators assigned to District schools and departments will be evaluated using the Nevada Educator Performance Framework (NEPF). The overall purpose of the NEPF is to identify effective instruction and leadership, and to establish criteria to determine:

- the professional development needs of educators;
- information on which to base human capital decisions including rewards and consequences; and
- whether educators are:
 - using data to inform decision-making,
 - helping students meet achievement targets and performance expectations,
 - effectively engaging families and
 - collaborating effectively.

An assistant principal who has completed his or her probationary period as an administrator, and is thereafter promoted to the position of principal must serve an additional probationary period of one (1) year in the position of principal. If an assistant principal is promoted to the position of principal before completion of his or her probationary period as an administrator, the administrator must serve the remainder of his or her probationary period or an additional probationary period of one (1) year in the position of principal, whichever is longer. If the administrator serving the additional probationary period is not reemployed as a principal after the expiration of the probationary period or additional probationary period, as applicable, the Board of Trustees of the school district shall, on or before May 1 or May 15, as applicable, offer the person a contract for the ensuing school year for the administrative position in which the person attained post-probationary status. The person may accept the contract in writing on or before May 10 or May 25, as applicable. If the person fails to accept such a contract, the person shall be deemed to have rejected the offer of employment.

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The administrator evaluation cycle is a year-long process with multiple components.

1. By the first Friday in November, the supervisor shall meet with the probationary administrator to establish the initial goals and the Student Learning Objective for that year's evaluation. Goals for the probationary administrator should be guided by a completed self-assessment tool. Goals for probationary administrators will be determined by the supervisor.
2. Prior to February 1, the supervisor shall meet with the probationary administrator for a mid-cycle goals review conference.
3. The probationary administrator shall receive one written evaluation each school year of his or her probationary employment. The evaluation is due on or before the Friday prior to Memorial Day.
4. Each written evaluation will be based on a minimum of two (2) scheduled observations totaling not less than 60 minutes.
5. The supervisor charged with the evaluation of an administrator shall hold a conference with the administrator before and after each scheduled observation of the administrator during the school year. The post observation conference will be held within 10 school days after each formal observation during which time the administrator will be provided specific feedback and recommendations for improvement in writing on her or his performance relative to the standards or any other issues that have come to the attention of the supervisor. Additional observations, both announced and unannounced, may be scheduled by the supervisor.
6. Whenever the supervisor conducts an observation that will be used as part of the summative evaluation, he/she is expected to provide written feedback to the administrator.

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7. The evaluation of a probationary administrator must include, without limitation:

- An evaluation of the instructional leadership practices of the administrator at the school;
- An evaluation of the professional responsibilities of the administrator to support learning and promote the effectiveness of the school community;
- Student learning objectives for the pupils of the teacher for a specified period;
- An evaluation of whether the administrator employs practices and strategies to involve and engage the parents and families of pupils enrolled in the school;
- Recommendations for improvements in the performance of the administrator;
- A description of the action that will be taken to assist the administrator in the areas of instructional leadership practice, professional responsibilities and the performance of pupils.

8. The performance evaluation system must:

a. Require that a teacher's overall performance is determined to be:

1. Highly effective;
2. Effective;
3. Developing; or
4. Ineffective

b. Include the criteria for making each designation identified in subsection (a) above, which must include, without limitation, consideration of whether the classes for which the employee is responsible exceed the applicable recommended ratios of pupils per licensed teacher prescribed by the State Board pursuant to NRS 833.890 and, if so, the degree to which the ratios effect:

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- a. The ability of the employee to carry out his or her professional responsibilities; and
- b. The instructional practices of the employee.
- c. The overall summative rating score will be determined by the following:

| Evaluation Criteria | |
|-----------------------------|-----|
| Instructional Practice | 65% |
| Professional Responsibility | 20% |
| Pupil Growth | 15% |

- d. The overall performance designation will be determined using the following scale:
 - a. Highly Effective 3.60 – 4.00
 - b. Effective 2.80 – 3.59
 - c. Developing 1.91 – 2.79
 - d. Ineffective 1.00 – 1.90
9. The administrator must receive a copy of each evaluation no later than 15 days after the evaluation conference. A copy of the evaluation and the administrator's response must be permanently attached to the administrator's personnel file. Upon the request of a supervisor, a reasonable effort must be made to assist the administrator to improve his or her performance based upon the recommendations reported in the evaluation of the administrator.

Probationary Process

1. The minimum requirements for scheduled observations and the time-line in which those observation cycles must occur are as follows:

[Click Here to View Probationary Observation Schedule](#)

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2. The evaluation of a probationary administrator in his or her initial year of employment as a probationary administrator must not include an evaluation of the performance of pupils enrolled in the school. This does not apply to a post probationary employee who is deemed to be a probationary employee pursuant to NRS 391.730.
3. A probationary administrator is employed on a contract basis for three 1-year periods and has no right to reemployment after any of the three probationary contract years per NRS 391.820.
4. If a principal is reassigned pursuant to 391.825, and they were previously employed by the District in another position, he or she is entitled to be assigned to his or her former position at the rate of compensation provided for that position. The principal is also entitled to a written statement of the reason for their reassignment.
5. If the written evaluation of a probationary administrator designates the overall performance of the administrator as "ineffective":
 - a. The written evaluation must include the following statement: "Please be advised that, pursuant to Nevada law, your contract may not be renewed for the next school year. If you receive an "ineffective" evaluation and are reemployed for a second or third year of your probationary period, you may request that your next evaluation be conducted by another administrator. You may also request, to the administrator who conducted the evaluation, reasonable assistance in improving your performance based upon the recommendations reported in the evaluation for which you request assistance, and upon such request, a reasonable effort will be made to assist you in improving your performance."
 - b. The probationary administrator must acknowledge in writing that he or she has received and understands the statement described in paragraph (a).

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6. If a probationary administrator to which subsection 4 applies requests that his or her next evaluation be conducted by another administrator in accordance with the notice required in subsection 4, the administrator conducting the evaluation must be:

- Employed by the school district; and
- Selected by the post probationary administrator from a list of three candidates submitted by the superintendent.

Post-Probationary Process

1. If a post probationary administrator receives an evaluation designating his or her overall performance as developing or ineffective, the post probationary administrator must receive one evaluation in the immediately succeeding school year which is based in part upon three observations which must occur in accordance with the following observation schedule:

- The first scheduled observation must occur within 40 days after the first day of instruction of the school year.
- The second scheduled observation must occur after 40 days but within 80 days after the first day of instruction of the school year.
- The third scheduled observation must occur after 80 days but within 120 days after the first day of instruction of the school year.

[Click Here to View Post-Probationary Observation Schedule](#)

2. If a post probationary administrator receives evidence from the first two observation cycles during the school year indicating that, unless his or her performance improves, his or her overall performance may be rated as developing or ineffective on the evaluation, the post probationary administrator may request that the third observation cycle be conducted by another administrator.

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If a post probationary administrator requests that his or her third observation cycle be conducted by another administrator, that administrator must be:

- Employed by the school district; and
 - Selected by the post probationary administrator from a list of three candidates submitted by the superintendent.
3. If a post probationary administrator receives an evaluation designating his or her overall performance as effective, the post probationary administrator must receive one evaluation in the immediately succeeding school year. The evaluation must be based in part upon at least one scheduled observation cycle which must occur within 120 days after the first day of instruction of the school year.
 4. If a post probationary administrator receives an evaluation designating his or her overall performance as highly effective for two consecutive school years, the post probationary administrator must:
 - a. Participate in one observation cycle in the school year immediately following the school year in which the post probationary administrator receives a second consecutive evaluation designating his or her performance as highly effective; and
 - b. Receive one evaluation in the school year immediately following the school year in which the post-probationary administrator participated in the observation cycle pursuant to (a) above. The evaluation must be based in part upon at least one scheduled observation, which must occur within 120 days after the first day of instruction of that school year.
 5. A post probationary administrator who receives an evaluation designating his or her overall performance as:
 - Ineffective; or

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- Developing during 1 year of the 2-year consecutive period and ineffective during the other year of the period, for 2 consecutive school years shall be deemed to be a probationary employee for the purposes of NRS 391.650 to 391.830, inclusive, and must serve an additional probationary period in accordance with the provisions of NRS 391.820.

Ineffective or Developing Designation

Prior to assigning an overall performance designation of ineffective or developing to an administrator's evaluation, the supervisor shall:

- At least 30 school days prior to completing the written evaluation, the supervisor must meet with the administrator and provide, in writing, a specific description of the area of concern, specific recommendations for improvement, a description of the support that will be made available to the administrator, and a warning that failure to meet the recommendations for improvement may lead to an ineffective or developing designation on her/his evaluation.
- The meeting shall be held, so as to allow for sufficient time for the administrator to demonstrate improvement. Violations of NRS 391.750 may negate the sufficient time for improvement clause and may result in an ineffective or developing performance designation on her/his evaluation.
- In the event the administrator receives an ineffective or developing designation, the evaluation shall indicate the specific reasons for the designation, recommendations for improvement, and a description of support that will be made available to the administrator.

[See Policy related to this Administrative Regulation](#)

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