

Evaluation of Administrators

After an initial summative evaluation completed by the administrator's immediate supervisor, an administrator shall be assigned to either a summative or formative evaluation model.

1. Summative Evaluation Model

The purpose of this evaluation program is to conduct a systematic and comprehensive evaluation of the administrator to promote professional growth. Immediate supervisors will conduct summative evaluations. These evaluations may provide a basis for making employment decisions. Additional evaluations may be conducted as required if the supervisor has identified professional deficiencies. The initial evaluation of each administrator will be summative and any administrator may be assigned to this program for subsequent evaluations at the discretion of the administrator's immediate supervisor.

Intensive assistance may be required when the supervisor identifies an administrator whose deficiencies in performance could lead to the administrator's dismissal. The supervisor with authority over such administrator shall use the following procedure:

- a. Have a conference with the individual during which the supervisor advises that he/she has identified certain deficiencies in performance which, if not corrected, may result in the individual's dismissal.
- b. Describe the specific deficiencies, set specific corrective objectives and offer specific assistance to allow for improvement.
- c. Set a time to permit improvement and ensure that the time limit is understood.

2. Formative Evaluation Model

All administrators not assigned to the Summative Evaluation Model shall be assigned to the Formative Evaluation Model. The purpose of this plan is to enable these administrators to improve performance and provide for their growth and development in cooperation with the appropriate supervisor, peer, or other professional educator who shall serve as a coach. Each administrator may choose his/her peer coach after consultation with the immediate supervisor.

Administrators involved in the Formative Evaluation Model will meet with the coach in a conference to discuss general plans and goals for professional growth. The individual goals shall be recorded on Appendix I and submitted to the immediate supervisor and to the coach. At the end of the year a statement of participation, Appendix I, shall be prepared by the coach and the professional and delivered to the immediate supervisor.

3. Informal Observations

- a. Administrators participating in the Formative Evaluation Model will be observed throughout the year by informal observations which shall be performed by the coach

and which are designed primarily to allow the coach to observe implementation of the administrator's goals.

- b. If, as a result of the informal observations, the immediate supervisor identifies deficiencies in the areas delineated in the job description of the administrator, the administrator may be returned to the Summative Evaluation Model described in this policy.

The administrator shall be given specific reasons for the decision, in writing, and shall be given all rights afforded to administrators under the summative evaluation plan.

- c. Administrators participating in the summative evaluation plan may also be observed informally throughout the school year.

- 4. Due Process (legal citation)
 - I.C. 20-28-8-3
 - I.C. 20-28-8-4

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