

AdministrationEvaluation of Administrators Other Than Superintendent and Principal1. Objectives

The Board recognizes that the role of a school Administrator is varied and complex requiring an appraisal of process that accurately measures performance and provides support for the continued growth and improvement of the Administrator. The general job description and an evaluation instrument with performance standards for an Administrator shall be promulgated under the direction of the Superintendent of Schools and approved by the Board of Education. The Superintendent shall complete a formal annual evaluation of all central office Administrators. The Principal will evaluate the Assistant Principal. The Principal will evaluate the Activities Director that is in the same building. The appraisal process for the Administrator shall serve these purposes:

- a. To raise the quality of administration and educational service to the children of our community.
- b. Clarify for the Administrators their role in the school system as seen by the Board.
- c. Clarify for all Board members the role of the administration and the immediate priorities among each Administrator's responsibilities.
- d. Develop harmonious working relationships between the Board and each Administrator.
- e. Aid the individual Administrator's professional growth.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

2. General Procedures

The formal Administrator appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the Administrator's duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective Administrator. As a result, additional data and information related to the administrative role may be utilized to generate a comprehensive appraisal.

3. Appraisal Cycle

A probationary Administrator shall be observed and evaluated at least once each semester.

A permanent (tenured) Administrator shall be evaluated and receive a summative evaluation at least once every three (3) years. In years when the administrator does not receive a summative evaluation, the administrator, in concert with his/her direct supervisor, shall identify written goals and have a written plan to make progress toward such goals.

Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Administrator, or in the discretion of the appraiser.

The appraisal cycle and appraisal process for a permanent administrator is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent Administrator rights, but may be addressed in evaluating the responsible appraiser's performance.

4. Appraisal Process

The appraisal process is the responsibility of the Administrator and the Administrator's immediate supervisor. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the Administrator has the responsibility to notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument shall serve as the basis for the formal appraisal. During the formal appraisal, data is collected as required to provide a basis for appraising the performance categories. The data will relate to each indicator identified in the performance standard category. Data collection may include, but is not limited to, surveys (formal or informal information gathered from staff, students, parents, community members, and other administrators); statistics received by routine reports; statistics generated by reports specifically designed for the appraisal; review of sample written materials of the Administrator (such as the Administrator's evaluations of teachers) and observations of performance. The Administrator may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report. In addition to the final report, each Administrator will receive or may request a detailed version of the data results as related to each performance standard and indicator. This review will include the appraiser's perceptions of whether or not the given expectation indicator was met.

5. Final Summative Evaluation

The appraisal process culminates in a final summative evaluation. The final evaluation consists of a rating of each performance category, identification of whether the Administrator's performance meets or does not meet district standards of performance, a list of deficiencies in the Administrator's performance, plans for improvement to assist the Administrator in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance that is below district standards. As a professional, the Administrator may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the Administrator shall have the duty to comply with such plans. The Administrator is expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

*See:* 2320A Other Administrator Evaluation

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