

ADMINISTRATION

6400

Principals

Principals are the chief administrators of their assigned schools. The primary responsibility of principals is to supervise the operation and management of their assigned schools. They shall be under the direct supervision of the Superintendent. The majority of the principals' time shall be spent on curriculum and staff development through formal and informal activities establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents, students, and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget in coordination with the Business Manager and/or Superintendent, and communication between the school and the community.

Evaluation of Principals

Each principal shall receive at least one (1) written evaluation to be completed no later than May 1st for each annual contract year of employment in order to receive guidance and direction in the performance of his/her assignment. Such evaluation shall be based on a systematic procedure that: (1) identifies strengths and weaknesses; (2) acknowledges exceptional effort; (3) provides an opportunity for self-evaluation; and (4) develops a written record to meet legal requirements of due process. The Superintendent shall establish procedures for the conduct of these evaluations and assure fairness and efficiency in the execution of such.

Evaluation Objectives

The District's Principal Evaluation Program is designed to:

1. Maintain or improve each principal's job satisfaction and morale by letting him or her know that the Superintendent is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning each principal's further training and professional development;
3. Assure considered opinion of a principal's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;

5. Assist in planning personnel moves and placements that will best utilize each principal's capabilities;
6. Provide an opportunity for each principal to discuss job problems and interests with the Superintendent; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent shall have the responsibility for administering and monitoring the District's Principal Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for principals in the District's Performance Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation forms. The plan will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action;
2. Creating a plan for ongoing review of the District's Principal Evaluation Program that includes stakeholder input from teachers, Board members, administrators, parents/guardians, and other interested parties;
3. Creating a procedure for remediation for principals that receive evaluations indicating that remediation would be an appropriate course of action;
4. Creating an individualized evaluation rating system plan for how principal evaluations will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of principals including:
 - A. Unsatisfactory being equal to a rating of 1;
 - B. Basic being equal to a rating of 2; and
 - C. Proficient being equal to a rating of 3.
5. Completing Principal Evaluation Forms annually, ensuring proper safeguards, and filing completed forms; and
6. Completing training on the District's Performance Evaluation Program.

Evaluation Form and Procedure

An Evaluation Form will be completed for each principal by the Superintendent no later than May 1st for each annual contract year of employment. A copy will be given to the principal. The original will be retained by the Superintendent. This form shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Superintendent and the principal as to the job description and major performance objectives.

Evaluation Measures and Criteria

As a minimum the following will be included:

Communication: Communication between administrator and stakeholders (staff, district office, board, community members and parents) will be analyzed.

Parent Involvement: Analysis of parents and community members assisting in the school and activities to involve parents in the school will be reviewed.

Student Achievement: The evaluation will include student achievement as measured by Idaho's statewide assessment for federal accountability purposes. This portion of the evaluation may use current and/or past year's data and may use one (1) or multiple years of data as agreed upon between the Superintendent and Administrator.

Communicating Evaluation Results

Each evaluation shall include a meeting between the Superintendent and principal wherein the Superintendent will:

1. Discuss the evaluation with the principal, emphasizing strong and weak points in job performance. Commend the principal for a job well done if applicable and discuss specific corrective action if warranted. Recommendations should specifically state methods to correct weaknesses. Set mutual goals for the principal to reach before the next performance evaluation.
2. Allow the principal to make any written comments he or she desires. Inform the principal that he or she may turn in a written rebuttal of any portion of the evaluation within fourteen (14) days and outline the process for rebuttal. Have the principal sign the evaluation form indicating that he or she has been given a copy.

Rebuttals

Within fourteen (14) days from the date of the evaluation meeting with the Superintendent the

principal may file a written rebuttal of any portion of the Evaluation Form. The written rebuttal shall state the specific content of the Evaluation Form with which the principal disagrees, a statement of the reason(s) for disagreement, and the amendment to the Evaluation Form requested.

If a written rebuttal is received by the Superintendent within fourteen (14) days, the Superintendent shall provide the principal with a written response within ten (10) working days either amending the Evaluation Form as requested by the principal or stating the reason(s) why the Superintendent will not be amending the Evaluation Form as requested.

If the Superintendent chooses to amend the Evaluation Form as requested by the principal then the amended copy of the Evaluation Form will be provided to, and signed by, the principal and retained in the principal's personnel file.

If the Superintendent chooses not to amend the Evaluation Form as requested by the principal then the Evaluation Form along with the written rebuttal, and the Superintendent's response, if any, will be retained in the principal's personnel file.

Action

Should any action be taken as a result of an evaluation to not renew a principal's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each principal evaluation will be maintained in the principal's personnel file. All evaluation records will be kept confidential within the parameters identified in state and federal law regarding the right to privacy.

Legal Reference: I.C. § 33-513 Professional Personnel
I.C. § 33-518 Employee Personnel Files
IDAPA 08.02.02.121 Local District Evaluation Policy – School Principal

Policy History:

Adopted on: 12/14/1015

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