

EVALUATION OF ADMINISTRATORS

Summative Evaluation

Annual performance evaluations are required for each “certificated employee” as defined in IC 20-29-2-4.

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 areas of needed growth. The annual evaluation of each administrator will be summative. Any administrator may be assigned subsequent evaluations at the discretion of the administrator's immediate supervisor.

Intensive assistance may be required when the supervisor identifies an administrator whose areas of needed growth in performance could lead to the administrator's dismissal. The supervisor with oversight of the administrator shall follow this procedure:

- a) Have a conference with the individual during which the supervisor advises that he/she has identified certain areas of needed growth in performance.
- b) Describe the specific areas of needed growth, set specific corrective objectives, and offer specific assistance to allow for improvement.
- c) Set a timeline of improvement and ensure that the timeline is understood.
- d) If areas of needed growth do not improve, the administrator may be:
 - reassigned,
 - recommended for contract non-renewal, or
 - recommended for contract cancellation.

Due Process (legal citation)

I.C. 20-28-8-3

I.C. 20-28-8-4

Legal Reference: IC 20-28-11.5-4

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