

## **EVALUATION OF ADMINISTRATIVE STAFF**

### **PURPOSE**

The evaluation of administrators should assess performance, identify areas in which improvement may be needed, lead to improved performance, and to definite recommendations for continued employment.

### **FREQUENCY**

All administrators shall be evaluated at least once each year.

### **PROCEDURE**

All directors and principals shall be evaluated by the superintendent. Assistant principals will be evaluated by their immediate supervisor.

The evaluation process shall be initiated prior to October 1 of each year. The evaluation shall be completed prior to the offering of contracts.

Evaluation activities shall take place openly and with the full knowledge of the evaluatee and the evaluator and shall be conducted in the following manner:

1. The evaluation shall be conducted according to the policy of the district and through utilization of the evaluation instrument adopted by the district.
2. All evaluatees shall have received copies of the evaluation policy and instrument adopted by the school board.
3. The evaluation shall be in writing and acknowledged by the signatures of the evaluatee and evaluator. Such signatures do not denote agreement with the evaluation. The evaluatee shall receive a copy of all written evaluations. The evaluatee has the right to make a demurral statement concerning any part of the evaluation with which the evaluatee disagrees and attach such statement to the evaluation.
4. Any recommendation for non-renewal shall not be given without an evaluation having been completed within the forty five (45) days preceding the offering of contracts.

## AREAS

Administrators shall be evaluated on:

- Domain 1: Vision and Goals
- Domain 2: Instructional Leadership
- Domain 3: School Operations and Resources
- Domain 4: School, Student and Staff Safety
- Domain 5: School and Community Relationships
- Domain 6: Ethical and Cultural Leadership

## USES

Evaluation notes shall be kept separately from personnel files. Only the results of the evaluation shall be filed in the evaluatee's personnel file. The evaluation file shall be subject to annual review by the evaluatee and evaluator. It shall be available at all times to the evaluatee, evaluator, superintendent, or other central office administrator designated by the superintendent.

At the time employment recommendations are given, the parts of the evaluation file pertinent to those recommendations shall be available to the school board. The evaluation file shall be maintained for a period of three years following the final termination of employment of the evaluatee. Copies of information in the evaluation file shall be released to potential employers upon written consent of the evaluatee.

ADOPTED: February 24, 1986

REVISED: March 14, 1994

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