

Evaluation of Principals/Building Administrators

Evaluations will be conducted in accordance with state law and Board policy to assist principals in developing and strengthening their professional abilities, improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development and level of performance of principals. Evaluations also will serve as the measurement of satisfactory performance for principals and documentation for dismissal for unsatisfactory performance.

Therefore even though the evaluation process is designed to encourage and assist principals to perform at a level consistent with the district's standards, the evaluator or the superintendent, if he is not the evaluator, may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial Requirements

All principals will be evaluated. An organization chart or comparable document will be prepared to identify the evaluator by title or position for each administrator. The chart will indicate which position(s) each evaluator will evaluate and which supervisor is responsible for evaluating the evaluator.

In most situations, evaluations will be made by the direct supervisor of the principal to be evaluated. If the superintendent is the evaluator, the Board of Education will perform all duties of the supervisor of the evaluator.

A job description will be developed for each principal's position. The principal annually will establish job performance objectives in cooperation with the evaluator.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a principal's performance meets district standards. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each principal about the evaluation system, the evaluation policy and procedures, the responsibilities of the evaluator and evaluatee, the standards for satisfactory performance and the evaluation criteria for the evaluatee's position.

Information Collection

The evaluator will use the most appropriate means of data collection available to assess the principal's performance. The data collected primarily will be based on direct observation when appropriate and/or first-hand knowledge of the principal's performance.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments. The principal's self-evaluation also will be considered as a source of information during the evaluation process.

Frequency and Duration

Principals in their first two years of service in the district will be evaluated twice during each year. All other principals will be evaluated at least once each year.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, only when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system, and the evaluatee has an opportunity to meet with the evaluator.

All evaluations will be completed before April 1 of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the principal and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the principal's re-certification process.

2. Specific information about the strengths and weaknesses in the performance of the principal.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein.

The principal may attach any written comments to the evaluation report before it is reviewed by the supervisor of the evaluator. Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each principal's evaluation, including the evaluation report. This file will be available for the principal's review and will include any written comments signed and submitted by the principal.

Unsatisfactory Performance

1. A principal whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the principal.
3. The principal will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of a principal on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the principal's next evaluation shows the principal is performing satisfactorily, no further action will be taken.
6. If the principal's next evaluation indicates the principal still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal or transfer.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the evaluatee.

Adopted: November 9, 1992
Reviewed: July 20, 2015