

EVALUATION OF ADMINISTRATORS PROCEDURE

Process

Each spring/summer, administrators will conduct self-assessments using the six professional practice standards. The results of these self-assessments will be utilized to collaboratively create professional goals with the Superintendent and/or his/her designee.

The Superintendent and/or his/her designee will check in with each administrator over the course of the fall and winter regarding progress in achievement of established goals.

Each spring, the Superintendent and/or his/her designee will review results of goals and conduct a summative evaluation utilizing the professional practice standards for each administrator. For program directors, this summative evaluation will be used to determine a summative rating. For building administrators, the Superintendent will also establish a summative rating for student performance standards which will then be combined with the building administrator's summative rating on their professional practice standards to establish a single summative rating. The summative ratings will be as follows:

Highly Effective signifies a level of professional practice and student growth performance distinguished to a degree that it could serve as a model for educational leaders statewide. A building administrator or program director rated Highly Effective will develop a Professional Growth Plan for the following year.

Effective indicates proficiency in professional practice and student growth performance. Areas of needed improvement are minimal and readily addressed through a Professional Growth Plan. A building administrator or program director rated Effective will develop this plan for the following year.

Needs Improvement means that the building administrator's or program director's professional practice requires targeted intervention to ensure effective leadership. Student growth performance may also fall into the Needs Improvement or Ineffective range. A building administrator or program director rated Needs Improvement will develop a Professional Improvement Plan under the direct supervision of the evaluator for the following year. However, a building administrator or program director who receives a Needs Improvement rating on more than one domain for a year or on any of the domains for two consecutive years or an Ineffective on any domain for a year will be placed on an Intensive Support Plan (see components in the next paragraph).

Ineffective represents a level of professional practice and student growth performance that is concerning enough to require immediate redress, without which dismissal is likely. Building administrators or program directors rated Ineffective will be placed on an Intensive Support Plan. At minimum, the Intensive Support Plan will identify the components to be improved, level of improvement expected, resources to be provided, actions to be taken, and a timeline for improving performance to the Effective level. Building administrators or program directors whose performance does not reach Effective within the specified time will be considered for release from district employment.

A summative evaluation write up will then be completed by the Superintendent and/or his/her designee and placed in the administrator's file annually.

Contract Action

Administrators, who in the judgment of the Superintendent, are not meeting the performance standards, will be removed from the normal evaluation cycle. The Superintendent will meet with the administrator to review the concerns and to develop an action plan to help the administrator meet the standards.

Note: For more detailed information, please refer to the building administrator and program director evaluation handbooks.

Adopted May 25, 2016