

PERSONNEL

Evaluation of Staff

Evaluation of Certificated Administrative Staff

A. Criteria

Each certificated administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Each administrator shall be evaluated on the basis of his/her job description, accomplishment of annual goals and performance objectives, established evaluative criteria, and compliance with appropriate District policies.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent/designee shall inform the administrator of the criteria to be used for evaluation purpose, including the adopted goals for the District.

Such criteria shall include performance statements dealing with:

Vision and Culture;

Safety;

School Improvement Plans;

Curriculum Alignment;

Staff Evaluation;

Personnel and Fiscal;

Family and Community Engagement;

Professional Preparation and Scholarship; and

Effort Toward Improvement.

The evaluator and administrator involved in the evaluation conference shall both sign the written report and retain a copy for their records. The administrator shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

B. Purpose of Evaluation: The primary purpose of evaluation is the improvement of the educational program. The process has secondary functions that may include one or more of the following: modifying the assignments, validating the administrative staffing process, providing feedback on performance, and establishing a basis for professional growth and development. The relationship between the evaluator and administrator should be characterized by open communication, helpfulness, and a sharing of responsibility for improved performance.

C. Evaluation Model:

The superintendent, his/her designee, or immediate supervisor (in case of assistant principals) shall evaluate administrators openly and with full knowledge.

A year-end rating of “does not meet expectations” will be accompanied by the evaluator’s narrative explaining the reason(s) or cause for the rating.

The evaluator may, based upon the evaluation criteria ratings, recommend to the superintendent an improvement plan.

C. Data Collection: Information for verification of criteria should be collected from a variety of sources. The evaluator has the responsibility to weigh and document all data as to its validity, reliability, and objectivity. Based upon information gathered, the evaluator shall make judgments as to both the results and process of performance. The evaluator shall take into consideration situational factors that affect performance, i.e., enrollment, facilities, resources.

D. Reporting Procedures:

Conferences between the evaluator and administrator

Either the evaluator or administrator may initiate conferences.

The evaluator will initiate communication upon receipt of derogatory information that may adversely affect the administrator’s final evaluation within 30 days of receiving the derogatory information.

A minimum of four (4) conferences shall be held annually.

The first conference shall be scheduled on or before October 1 each year. This conference shall be for the purpose of reviewing evaluation procedures and identifying the administrator’s performance indicators related to specified criteria where appropriate.

A second conference will be held by November 1 for the purposes of reviewing the school/department improvement plan and reaching agreement on administrator goals. At least one conference will occur during the year to review the administrator’s progress toward accomplishing school/department as well as personal goals. An evaluator may prepare an interim evaluation report at any time, such as when an evaluator has concerns about the performance of an administrator.

The final evaluation conference shall be scheduled between May 31 and June 30. The purpose of this conference shall be to review performance based on the evaluation criteria. An evaluation report form shall be completed within ten days of this conference.

The evaluator on the established evaluation report forms shall document the evaluation conferences. Administrators shall sign and receive a copy of the evaluation report with ten (10) days of the conference. The original copy shall become a part of the administrator's personnel file. The administrator's signature does not necessarily imply agreement with the contents of the report. The signature signifies the administrator has read and received a copy. The administrator has the right to attach an addendum to the original evaluation report in explanation of any disagreement with its content.

Improvement Plans:

In the event the superintendent determines or agrees with an evaluator that, based upon a completed evaluation form, an administrator's performance "does not meet expectations," the evaluator will prepare an Improvement Plan. This plan shall specify the deficiencies in the administrator's performance, describe acceptable levels of performance, suggests a reasonable program and timeline for improvement, and identify resources that will be made available by the District to help achieve the acceptable performance level.

The time line specified in any Improvement Plan shall begin when determined by the evaluator and end no later than May 1 of an administrator's contract year.

Any Improvement Plan shall include in its program and time line at least two evaluations of the administrator's performance, together with evaluation conferences. The purpose of these evaluations and conferences shall be to provide the administrator feedback concerning any progress toward achieving acceptable levels of performance. An improvement plan shall become effective upon approval by the superintendent.

On or before May 15 of the contract year, the superintendent shall notify any administrator on an Improvement Plan of the status of his or her employment status by indicating one of the following:

The administrator has demonstrated sufficient improvement in the stated areas of deficiencies to warrant removal of the Improvement Plan.

The administrator has demonstrated sufficient improvement to justify a continuation of the Improvement Plan into the following contract year.

The administrator has not demonstrated sufficient improvement in the areas of deficiency to warrant continuation of the administrator's current position. In such event, the superintendent will notify the administrator that the

administrator's contract will not be renewed for the following contract year.

Board Policy 5240 and these procedures shall not limit the superintendent's authority to determine that the best interests of the District will be served by transferring an administrator to a subordinate certificated position in accordance with RCW 28A.405.230, regardless of whether an Improvement Plan has been implemented concerning such administrator.

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