

ADMINISTRATION

Evaluation of Administrative Staff

Principals and Assistant Principals

Evaluation Process: The evaluation procedure is both formal and informal and may include the following three steps:

- An initial conference conducted by the evaluator with the evaluatee. The initial conference is used by the evaluator and evaluatee to mutually discuss and define expectations related to basic performance as well as goal setting.
- An interim review conducted by the evaluator with the evaluatee mid year. Others may be conducted, if deemed appropriate, by the evaluator or at the request of the evaluatee. This interim review provides verbal and/or written feedback about the performance progress and goal attainment of the evaluatee
- An annual evaluation is conducted by the evaluator with the evaluatee. This evaluation provides written information about performance and goal attainment. The Narrative Summary will also be used for planning goals for the next evaluation cycle, if applicable.

Evaluative Responsibilities: The most important factor in any evaluative process is the commitment of the individuals involved to the process. To ensure a meaningful evaluation of performance, the evaluation must be based on factual information. Therefore, individual performances will be evaluated as follows:

- Evaluatee: person being evaluated who provides supportive data to be analyzed/used in the final evaluation.
- Evaluator: immediate supervisor who collects information based on observations, documents provided by the evaluatee, and anecdotal records of other events and/or conversations deemed relevant by the evaluator and who makes the decision regarding the evaluatee's overall performance outcome. (The principal is the evaluator of assistant principals; the superintendent is the evaluator of principals.)

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