

## **ADMINISTRATIVE EVALUATION**

The purpose of administrative evaluation is the improvement of performance, which also strengthens instruction, student learning, and the operation of the school district.

The evaluation process will contribute to the achievement of individual and district goals, consistent with the district's educational philosophy and state law. The process will be implemented in a fair, equitable, and consistent manner, and carried out by the administrator's supervisor.

All administrators will receive an annual written evaluation consistent with state law and district policy. This written evaluation will become a permanent part of the employee's personnel file.

Evaluation is considered to be a continual process. The model for administrative evaluation will follow the cyclical model as outlined.

### **Planning for Evaluation**

The administrator and evaluator will hold a conference to develop mutually agreed-upon performance goals, consistent with evaluative criteria and district goals. Suggested strategies will be identified, and methods for gathering evaluative data will be discussed. If others are to be involved in the evaluation process, they will be identified. Parent and teacher input will be used when applicable.

The plan may be revised during the year by written agreement of the administrator and the evaluator.

### **Collecting Information**

During the time period covered by the evaluation, the administrator and evaluator will collect information related to the progress of the administrator in implementing the plan. The administrator and supervisor may each gather data from a broad base of persons affected by the administrator's professional performance, and they will use data in a manner consistent with the evaluation plan.

### **Using Information**

Periodically, the evaluator will confer with the administrator for the purpose of assisting the administrator to improve his/her professional performance. Such conferences will be confidential, with two being the minimum number -- one at midyear and one prior to writing of the year end performance evaluation. Evaluative data will be shared, and analysis and interpretation of the data will be discussed.

## **Files**

Only three files will be kept for the collection of evaluation information. These will be kept by the administrator, the evaluator, and the personnel office. If the administrator offers data to the evaluator as input for the written evaluation report, including a self-evaluation appraisal (Form CDA-E), copies will be provided in advance to the supervisor. All copies of data kept by the evaluator will be discussed with the administrator. Copies of all personnel reports will be given to the administrator being evaluated. When the administrator terminates his/her employment with the district or transfers to another position, only the personnel file will be retained as a permanent record.

## **Performance Criteria**

Administrative performance will be evaluated according to the established criteria. Such criteria includes performance statements dealing with recognition of good professional performance, capabilities, and development; administration and management; finance; professional preparation and scholarship; effort toward improvement; interest in pupils, employees, programs and community; leadership; staff evaluation; communication; and operation of plant, facilities, construction, and goal attainment.

First Reading:            March 1, 2000

Second Reading and Adoption:    May 3, 2000