

ADMINISTRATOR PERFORMANCE EVALUATION REPORT GUIDELINES

EVALUATION PROCESS FOR CENTRAL OFFICE ADMINISTRATORS

I. Definitions

- "Administrators" at the system level include, but are not limited to, Principals, Assistant Principals, Supervisors, Coordinators, Directors, Associate Director, and Assistant Director. For the purposes of the evaluation process at the central office level, "administrators" shall be identified as: Directors/Coordinators of Programs/Departments (Business/Finance; Payroll/Personnel; Food Service; School Health Coordinator; SACC; Nursing; Transportation; Attendance; Family Resource Center; Coordinated School Health; Maintenance; etc.). All others shall be referred to within these guidelines as "instructional leaders."
- "Immediate Supervisor" shall be identified as the administrator who directly supervises the administrator being evaluated and will be the "evaluator."
- Central office administrators being evaluated may or may not supervise other employees themselves or hold a license or specialized endorsement(s). Each administrator does supervise or oversee a department or program.

II. General Provisions

- Central office administrators shall be evaluated once a year.
- Each administrator's immediate supervisor shall conduct the yearly evaluation. There may be times when a team approach may be utilized for the evaluation process (example: Director of Schools and the immediate supervisor). The following list identifies the evaluator(s) for each central office administrator:
 - Business/Finance Director: Assistant Director/Director of Schools
 - Payroll/Personnel Director: Assistant Director/Director of Schools
 - Food Service Director: Assistant Director
 - Coordinated School Health: Associate Director of Learning/Director of Schools
 - SACC Director: Assistant Director/Director of Schools
 - Nursing Supervisor: Director of Schools
 - Transportation Director: Assistant Director
 - Attendance Supervisor: Director of Schools
 - Family Resource Center Director: Director of Schools
 - Other Departmental Directors/Coordinators: As determined by the Director of Schools

III. Process

- During the evaluation process, the employee shall be provided a copy of his/her job description and the "Administrative Performance Evaluation Standards".
- The administrator shall complete the self-assessment rating of the "Administrator Performance Evaluation Report" and provide written statements of evidence for each standard. This information will be reviewed at meeting(s) with his/her evaluator(s).
- The evaluator(s) may opt to survey a selection of other school system employees who have knowledge of the administrator's supervisory/leadership skills and/or service to others (such as a 360 Degree survey). If this option is utilized, the administrator may select a portion of the respondents and all results must be anonymously shared with the administrator. A summary of the data collected will become a part of the administrator's evaluation work file.

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- The evaluator(s) will utilize all available information regarding the administrator's work performance to complete the final form of the "Administrator Performance Evaluation Report."
- A minimum of one-two meetings shall be held between the employee and evaluator during this evaluation process.
- Special notes related to the "Administrator Performance Evaluation Report:"
 - In each of the major performance areas, the rubric should guide the self-assessment and evaluator rating. The evaluator is actually looking for the "best fit." Comments may be made as needed to explain the rating, provide commendations, or make recommendations.
 - There may also be standards that are inappropriate for some administrative positions; a simple notation of "NA" may be noted in these instances.
 - On the final page of this report, numerical ratings from the evaluator shall be recorded for each administrative performance standard and then averaged by performance domain. An overall performance rating will then be calculated (Exemplary, Accomplished, Developing, Beginning, or Unsatisfactory).
 - A recommendation shall be marked related to employment status. Please note that when any recommendation is made other than for "continued employment," the Director of Schools must be consulted prior to informing the administrator of this "Recommendation" status.
 - There is a section for overall comments, commendations, and/or recommendations.
 - The administrator and evaluator must sign the document. The administrator must be provided an opportunity to discuss or make comments (verbal and/or written). The evaluator should note to the administrator his/her right to provide written comments within three working days. These written comments shall be attached to the evaluation report and filed appropriately.
- The "Administrator Performance Evaluation Report Professional Development Plan" is required for each evaluation cycle and should be aligned with the ratings for administrative performance standards. The area(s) to be strengthened shall be identified and then an action plan (including a goal, resources needed, the timeframe, expected results, and an evaluation process) will be outlined. Both the administrator and the evaluator will determine the review date at which time results will be noted on the form. Copies should be made for both the administrator and the evaluator and then appropriately filed.
- The original copy of the "Administrator Performance Evaluation Report" and the corresponding "Professional Development Plan" should be submitted to the Director of Schools by the designated date (no later than June 30 of each school year).