

EVALUATION OF PROFESSIONAL STAFF ADMINISTRATORS

To assist administrators in the development of their professional abilities and to provide information for employment decisions evaluation is important to personnel. Procedures for evaluating principals and assistant principals are based on principles comparable to the Ohio Teacher Evaluation System, but are tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Principals and assistant principals are evaluated under the above policy, with the inclusion of the following components:

1. Principals and assistant principals are assigned an effectiveness rating of accomplished, skilled, developing or ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.
2. Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals and district goals. Proficiency on the standards and goals includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.
3. Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth. Resulting data from Board-determined multiple measures will be converted to a score of: (1) Above, (2) Expected or (3) Below student growth levels.
4. The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education's evaluation framework.

The following procedures will be employed for evaluating administrative personnel:

1. An initial meeting will be held prior to October 1 between the administrator and his/her immediate supervisor to discuss specific measurable goals and plans for the ensuing year. This discussion may be incorporated into the previous school year's final evaluation. A written statement of these goals and plans will be submitted by each administrator to his/her supervisor. The administrator and evaluator will also review the job description and professional characteristic descriptors which will be the basis for evaluation.
2. The administrator and his/her supervisor will meet again prior to February 15. At that time, evaluators will review the evaluation criteria for administrators and discuss performance.
 - A. If progress toward goals is not satisfactory or if there are evaluative criteria rated as one (Unsatisfactory), or two (Needs Improvement), a final evaluation may be completed at the February meeting but no later than the 60 days prior to Board action.
 - B. If progress toward goals and evaluative criteria are satisfactory, the meeting prior to February 15th will be considered an interim evaluation, with the process continuing through-out the school year.

- C. If Board action to renew or non-renew the contract of an administrator is anticipated, the administrator will be notified in writing on or before March 31 in the year his/her contract expires. At least 5 days prior to the Board of Education meeting at which action will be taken. The superintendent will indicate his/her intended recommendation regarding the administrative contract. If an administrator is to be non-renewed, they are entitled to an opportunity to meet in executive session with the Board of Education prior to the Board of Education action. The administrator may be accompanied by a representative of his/her choosing. However, no witness or other persons may appear with or on behalf of the administrator without the permission of the Board of Education.
3. An ongoing dialogue concerning the administrator's goals should occur and the evaluators will meet concerning these whenever appropriate.
4. A final meeting will be scheduled before July 15 between each administrator and his/her immediate supervisor. At that time, a final written evaluation using the Board approved form will be prepared and delivered to the administrator.
5. The written evaluation will be based on the goals agreed upon, the job description, and a list of professional characteristic descriptors. The evaluator will utilize the evaluation form for administrators approved by the Board.
6. All evaluative procedures and job descriptions will be reviewed annually and revised as necessary.

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