

PERSONNEL

Evaluation of Administrative Personnel

The following criteria and procedures are for the annual evaluation of administrators, excluding the Superintendent. For the purpose of this policy, the term “administrators” includes:

- Associate Superintendent
- Assistant Superintendents
- Administrators
- Directors
- Principals
- Assistant Principals

Annual Evaluation

All administrators shall be evaluated annually, said evaluations to be completed not later than **June 30**. The evaluator shall be the Superintendent, or designee. Evaluators may make observations/evaluations throughout the school year.

Evaluative Criteria

Evaluations shall be based on the administrator’s job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building administrators such evaluative criteria shall include, when applicable: (1; creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff (2); demonstrating commitment to closing the achievement gap(3; providing for school safety (4); leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements; (5) ; assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local district learning goals; (6; monitoring, assisting, and evaluating effective instruction and assessment practices; (7); managing both staff and fiscal resources to support student achievement and legal responsibilities; and (8) partnering with the school community to promote student learning and (9) progress toward satisfactory completion of mutually determined goals.

For the Associate Superintendent, Assistant Superintendents, Program Administrators, and Directors such evaluative criteria shall include, when applicable:

- (1) knowledge of, experience in, and training in recognizing good professional performance, capabilities and development; (2) school administration and management; (3) providing for school safety; (4) professional preparation and

Policy No. 5280
Evaluation of Administrative Personnel – Continued

scholarship; (5) effort toward improvement when needed; (6) interest in pupils, employees, patrons and subjects taught in school; (7) leadership; (8) and ability performance of evaluation of school personnel; (9) progress toward satisfactory completion of mutually determined goals.

Evaluation Procedures

1. Each administrator shall have the opportunity for confidential conferences with his/her immediate supervisor on no less than two (2) occasions each school year. Such conferences shall be for the purpose of aiding the administrator (evaluatee) in his/her professional performance. A fall conference will include a goal setting discussion to determine goals to be established for the year. A spring conference will review progress towards satisfactory completion of established goals and the evaluative criteria. The evaluator may establish additional conferences to monitor progress throughout the year.
2. The annual evaluation of an administrator shall be documented on an evaluation report to be completed by the superintendent, or his/her designee, by **June 30**. Any additional evaluation and/or evaluation information may be documented as needed.
3. Each administrator shall be provided with a copy of his/her evaluation report by **June 30**.
4. The administrator shall sign the District's copy of the evaluation to indicate that he/she has received a copy. The signature of the evaluatee does not necessarily signify agreement with contents of the evaluation.
5. Each evaluation report shall be filed in the evaluatee's personnel file in the District's personnel office.

Legal Reference: [RCW 28A.405.100](#) Criteria for Evaluating Certified Employees Including Administrators

Adopted: November 9, 1994
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