

ADMINISTRATION**6320**Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of ~~his/her~~ **their** assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. **Measures of growth in student achievement as determined by the Board may be included as an optional measure on the evaluation.**

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

~~At least thirty three percent (33%) of the annual review of administrators will be based on multiple objective measures of growth in student achievement as determined by the board of trustees and based on research. Parent or guardian input may also be a factor in the evaluation of any principal or other school-based administrative employee.~~

~~The Board has selected the following as the District's measures of growth in student achievement for evaluating Administrative Staff:~~

~~The certified teaching staff in each building has a set of criteria based on student growth to determine a ranking for the student achievement portion of the formal evaluation. Building administrator student achievement evaluation portion will be determined by the percentage of teachers meeting proficiency. The administrator ranking will be determined as follows:~~

~~95%-100% Teachers Proficient — Distinguished
70%-84% Teachers Proficient — Proficient
60%-69% Teachers Proficient — Basic
0%-59% Teachers Proficient — Unsatisfactory~~

Both staff members involved in the evaluation conference shall sign the written report **on the conference** and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within ~~a reasonable time~~ **seven (7)** following the conference.

Cross Reference

Code	Description
6300	Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference	Description
I.C. § 33-513	Professional Learning
I.C. § 33-518	Employee Personnel Files

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Policy History:

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