

# Administrative Staff Evaluation Information & Overview 2019-20

# General Information

## **Administrator Supervision and Evaluation:**

- Promotes growth and development of individual administrators, students, teachers and other leaders.
- Basis for continuous improvement of professional practices, student learning and administrative leadership.
- Measure and document professional practices, student learning and administrative leadership leading to the annual effectiveness rating.
  - It is critical to document high performance practices (strengths) and areas of concern (weaknesses), including suggested improvement strategies and supports in the Online Evaluation Management System.

# Definitions

- **Administrator** – licensed employee under an administrative contract or an administratively licensed Dean of Students.
- **Evaluator** – licensed administrator or administratively licensed department or program supervisor.
- **Artifacts** – multiple documents, materials, processes, strategies and data sources provided by either the evaluator or administrator used in assessing performance.
- **Professional Growth Goals** – specific administrator actions with targeted measurable outcomes to enhance or improve performance.
- **Measures of Student Learning (MSLs)** – identified indicators of student academic growth by either the individual administrator or a collective group associated with specific a group of students.

## Definitions (continued)

- **Final End of Year Review Report** – document indicating final professional practice ratings, final professional growth goal/MSL ratings, final effectiveness rating (overall rating), summary of strengths and weaknesses, professional growth recommendations and recommendation for future employment.
- **Improvement Plan** – specific to performance concerns identified in the evaluation process and for any area(s) rated *partially effective* or *ineffective*.
- **Remediation Plan** – addresses performance concerns from an improvement plan that continue and are documented in the End of Year Review Report.

# Evaluation Options

- **Administrator Rubric Process** (for building/department administrators or deans)
  - Performance as measured by four professional practice quality standards and seventeen supporting elements equals 50% of overall evaluation.
  - Growth as measured by four professional growth goals/MSLs equals 50% of overall evaluation.
- **Administrator Alternative (Self-Reflection) Process** (for any qualifying building/department administrator or dean)
  - Overall performance and growth as measured by four professional growth goals/MSLs equals 100% of overall evaluation.

# Administrator Rubric – Specific Requirements

- Administrator submits a Professional Growth Goals/MSL Plan that includes:
  - One Professional Growth Goal determined by the administrator, one goal determined by the evaluator, one Collective Measure of Student Growth, and one Measure of Individual or Team Student Growth.
- Mid-Year Review Meeting
  - Feedback on performance as measured by the Administrator Rubric Professional Practice Standards and an update on progress toward Professional Growth Goals/MSL Plan.
- Final End of Year Review Report & Meeting
  - Final Administrator Rubric Professional Practice Standards ratings, final Professional Growth Goals/MSL Plan ratings, final Overall Rating, summary of strengths and weaknesses, and recommendation for employment for the following year.

## Administrator Alternative (Self-Reflection) Process

- Administrators work collaboratively with their evaluator in determining which standards and elements from the Administrator Rubric to focus on for the year.
- Administrator submits a Professional Growth Goals/MSL Plan that includes four goals.
  - One professional growth goal selected by the evaluator, one professional growth goal selected by the administrator, one collective measure of student learning mutually determined and one individual or team measure of student learning mutually determined.
- Mid-year review meeting that includes a self-reflection submitted to evaluator indicating progress on the Professional Growth Goals/MSL Plan.
- Administrator submits final self-reflection (update on mid-year reflection). The final self-reflection will be the administrator's evaluation summary.
- Evaluator prepares End of Year Report that includes recommendation of employment for following year and optional evaluator comments.

# Evaluation Timeline

- By September 15
  - Last date for supervisors of evaluators to complete Initial Evaluation Set-up to assign evaluators for all administrators being evaluated.
- By October 15
  - Last date for administrators being evaluated to submit requests for the Administrator Alternative (Self-Reflection) process.
  - Last date for evaluators to complete Initial Evaluation Set-up to assign evaluation types for all administrators being evaluated.
  - Last date for administrators being evaluated to submit proposed Professional Growth/MSL Plan for evaluator review and approval.
- By October 31
  - Last date for evaluators to review and approve Professional Growth Goals/MSL Plan.
- By January 31
  - Last date by which evaluators must enter initial professional practices rubric ratings for administrators using the Administrator Rubric process.
  - Last date for Mid-Year Review meetings to be held and acknowledged.
  - Last date for Mid-Year Self-Reflection to be submitted to evaluators by administrators using the Administrator Alternative (Self-Reflection) process.



## Evaluation Timeline (continued)

- By May 15
  - Last date for Professional Growth/MSL Plan results to be entered and submitted to evaluator by administrators being evaluated.
- After June 15
  - Last date for end of year final reflection to be completed and submitted to evaluator by administrators being evaluated using the Administrator Alternative (Self-Reflection) process.
  - Last date for Final End of Year Review Reports to be completed and shared by evaluators in meetings with administrators being evaluated.
    - Final professional practices rubric ratings, final MSL ratings, final overall rating, summary of strengths and weaknesses, professional growth recommendations and recommendation for employment for the following year.
- By June 30
  - Last date for Final Acknowledgement of Completion to be completed by supervisors of evaluators.