

Evaluation Process  
for  
Administrators & Evaluators  
using the  
Administrator Alternative Process



Human Resources

# Work Flow & Timeline

Step	Online Management System Work Flow Action	Responsible Party	Date Due
1	Evaluation Set-up – assigning evaluators	Evaluator	by September 15
2	Evaluation Set-up – assigning evaluation type	Evaluator	by October 15
3	Professional Growth Goals/MSL Plan – submitted	Administrator	by October 15
4	Professional Growth Goals/MSL Plan – accepted & finalization	Evaluator	by October 31
5	Mid-year Reflection or Summary of Goals/MSLs – prepared & shared	Administrator	by January 31
6	Mid-year Review Meeting – scheduled & held	Evaluator	by January 31
7	Final Professional Growth Goals/MSL Plan Summary & Reflection	Administrator	by May 15
8	Final End of Year Report – report completed & meeting held	Administrator	by June 15
9	Final Acknowledgement of Completion	Supervisor	by June 30

# General Requirements – Administrator Alternative (Self-Reflection)

- Administrator Alternative (Self-Reflection) Process:
- Administrators approved for the Administrator Alternative (Self-Reflection) process will retain their evaluation ratings from the previous school year.
- Administrators may request the Administrator Alternative (Self-Reflection) process for two consecutive years.
  - Following two years of evaluation using the Administrator Alternative (Self-Reflection) process, administrators shall be evaluated using the Administrator Rubric evaluation process for at least one year.

## Administrator Alternative (Self-Reflection) Process

- Administrators work collaboratively with their evaluator in determining which elements from the Administrator Rubric to focus on for the year.
- Administrator submits a Professional Growth Goals/MSL Plan that includes three goals.
  - One professional growth goal selected by the administrator being evaluated, one professional growth goal selected by the evaluator, and one collective 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 results on the Professional Growth Goals/MSL Plan and a final self-reflection (updated on mid-year reflection).
- Evaluator prepares End of Year Report that includes recommendation of employment for following year and optional evaluator comments.

# Setting Professional Growth/MSL Plan

- **Professional Growth/MSL Plan** – Administrators being evaluated using the Administrator Alternative (Self-Reflection) process are required to set three professional goals as indicated below:
  - Goal 1: Professional Growth Goal – Specific Administrator Action (determined by the administrator being evaluated)
  - Goal 2: Professional Growth Goal – Specific Administrator Action (determined by the evaluator)
  - Goal 3: Collective Measure – School or Team Goal (mutually determined)
- Following the evaluator assigning evaluation type, the administrator being evaluated must login to the Online Evaluation Management System to begin goal entry as indicated on the following slide.

## Setting Professional Growth/MSL Plan (continued)

- After login to the Online Evaluation Management System the administrator being evaluated should select “Edit” next to the current year personal evaluation of the home screen and follow the prompts to enter their carry-over score from the previous year evaluation and their Professional Growth/MSL Plan goals.
  - Any field that contains a (\*) must be filled in – the system will not allow you to proceed if not filled-in.
  - When all required fields are completed, select “Submit” at the bottom of the entry page to forward Professional Growth/MSL Plan to evaluator to be reviewed and finalized.
- **Deadline for submitting of Professional Growth/MSL Plan is October 15<sup>th</sup>.**

# Review & Finalize Professional Growth/MSL Plan

- Evaluators must login to the Online Evaluation Management System to review and finalize Professional Growth/MSL Plans submitted by administrators being evaluated.
  - Select “Act” next to individual administrators on the Staff Evaluations list with “Goals Approval” indicated under the Status column to access the Professional Growth/MSL Plan submitted.
  - Scroll down to review each Professional Growth/MSL Plan goal entry.
  - Select “Submit” to accept and finalize the Professional Growth/MSL Plan as submitted.
  - Select “Reject” if goals are not accepted to return the Professional Growth/MSL Plan to the administrator for change or modification.
    - If evaluator determines changes or modifications are necessary they should have a discussion with the administrator in order to improve any Professional Growth/MSL Plan areas of concern.
- **Deadline for reviewing and finalizing Professional Growth/MSL Plans is October 31<sup>st</sup>.**

# Mid-Year Review Self Reflection/Summary

- Administrators being evaluated on Administrator Alternative (Self-Reflection) must login to the Online Evaluation Management System to upload the required Mid-Year Review reflection or summary.
  - Mid-year self reflection/summary must include an update on progress toward the Professional Growth Goals/MSL Plan and any other pertinent information as determined by the administrator being evaluated.
- After login to the Online Evaluation Management System, the administrator being evaluated should select “Edit” next to the current year personal evaluation of the home screen.
  - When the Continuing Evaluation page opens, scroll down to the “Mid-Year Reflection” section at the bottom of the page and upload a pdf copy of the mid-year self reflection or summary.
  - After the Mid-Year Reflection/Summary is uploaded, select “Submit” at the bottom of the page to forward the reflection/summary to evaluator.
- **Deadline for submitting the Mid-Year Self Reflection/Summary is January 31 – it must be submitted prior to the evaluator scheduling the Mid-Year Review Meeting.**



# Mid-Year Review Meeting

- Evaluators must login to the Online Evaluation Management System, select “Edit” next to individual administrators on the Staff Evaluations list with “Mid-Year In Progress” indicated under the Status column to prepare for and schedule the Mid-Year Review Meeting.
  - When the Continuing Evaluation page opens, scroll down and review the uploaded mid-year reflection/summary.
  - Enter the Mid-Year Review meeting date.
  - Select “Submit” at the bottom of the page when required fields are completed to send the mid-year review meeting information to the administrator for review.
- **Deadline for Mid-Year Review Meetings to be held is January 31<sup>st</sup>.**

# End of Year Review Self Reflection/Summary

- Administrators being evaluated on the Administrator Alternative (Self-Reflection) must login to the Online Evaluation Management System to enter final Professional Growth Goals/MSLs Plan results and upload the required End of Year Review reflection or evaluation summary.
- After login to the Online Evaluation Management System, the administrator should select “Edit” next to the current year personal evaluation of the home screen.
  - When the Continuing Evaluation page opens, scroll down to enter the final results for each of the Professional Growth Goals/MSLs and upload a pdf copy of the end of year self reflection or summary.
  - After the end of Year Reflection/Summary is uploaded, select “Submit” at the bottom of the page to forward the reflection/summary to evaluator.
- **Deadline for submitting the End of Year Self Reflection/Summary is May 15.**

# Final End of Year Review Report Completion

- Evaluators must login to the Online Evaluation Management System, select “Edit” next to individual administrators on the Staff Evaluations list with “Evaluator Comments” indicated under the Status column to complete the Final End of Year Review Report and then schedule a meeting to review the report with the administrator being evaluated.
  - The Final End of Year Review Report will include:
    - Final Results for the Professional Growth Goals/MSLs.
    - The End of Year Self Reflection/Summary submitted by the administrator being evaluated.
    - Recommendation for employment for the following year.
    - Final evaluator comments (optional).
  - The Final End of Year Review Report, including a recommendation for employment for the following year must be shared with the administrator being evaluated in a meeting prior to June 15.

# Final End of Year Review Report Completion

(continued)

- After reviewing the Final End of Year Review Report, including the results for the Professional Growth Goals/MSLs and the End of Year Self Reflection/Summary submitted by the administrator being evaluated, evaluators should select a recommendation for employment from the drop-down list and add optional final evaluator comments.
- Evaluators should then select “Submit” at the bottom of the page to forward the report to the Evaluation Supervisor for final acknowledgement of completion.
- After completing and submitting the Final End of Year Review Report, evaluators should schedule a meeting with the administrator being evaluated to review the completed report.
- **Deadline for submitting the Final End of Year Review Report and meeting with the administrator being evaluated to review the report is June 15<sup>th</sup>.**

# Final Acknowledgement of Completion by Evaluation Supervisor

- Evaluation Supervisors must login to the Online Evaluation Management System, select “Acknowledge” next to individual administrators on the Staff Evaluations list with “Final Acknowledgement” indicated under the Status column to review and provide final acknowledgement of completion of the evaluation.
- After review of the evaluation, the evaluation supervisor will select “Submit” at the bottom of the evaluation report to acknowledge completion of the evaluation process.
- Following final acknowledgement of completion, evaluators and administrators being evaluated may download the final evaluation report by selecting “Download” next to the current year evaluation.
- **Deadline for Final Acknowledgement of Completion is June 30<sup>th</sup>.**