Evaluation of Administrative Staff

Evaluations shall be conducted in accordance with state law and Board policy to assist licensed administrators in developing and strengthening their professional abilities, improving instruction, enhancing the implementation of programs in the curriculum, and measuring the professional growth and development and level of performance of administrators. Evaluations also shall serve as the measurement of satisfactory performance for administrators and documentation for an unsatisfactory performance dismissal proceeding under state law, if applicable.

Even though the evaluation process is designed to encourage and assist administrators to perform at a level consistent with the district's standards, the evaluator or the superintendent, if not the evaluator, may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy for administrators are as follows:

Initial requirements

All licensed administrators shall be evaluated.

Evaluations will be made by the administrator's supervisor, who shall possess a principal or administrator license issued by the Colorado Department of Education, or the supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education.

A job description will be developed for each administrative position. The administrator annually will establish job performance objectives in cooperation with the evaluator.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether an administrator's performance meets district standards. The district personnel performance evaluation council will participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each administrator about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and evaluatee. In addition, all evaluation standards and criteria shall be given in writing to

administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information collection

The evaluator will use the most appropriate means of data collection available to assess the administrator's performance. The data collected primarily will be based on direct observation when appropriate and/or first-hand knowledge of the administrator's performance.

Each principal's evaluation shall include input from the teachers employed in the principal's school and may include input from students and parents. The information from teachers, students and parents shall remain anonymous and confidential.

The evaluation of any other administrator may include peer, parent or student input obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the administrator.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments. The administrator's self evaluation also will be considered as a source of information during the evaluation process.

Frequency and duration

All other administrators, including the superintendent (conducted by the School Board), will be evaluated at least annually. Each evaluation will result in a written report.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or administrator, when the administrator is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

Principals shall receive one evaluation that results in a written report each academic year.

A report shall not be written until any required observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All administrator evaluations will be completed before June 30 of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the administrator and which clearly sets forth recommendations for improvements including recommendations for additional education and training during part of the administrator's license renewal process.

2. Specific information about the strengths and weaknesses in the performance of the administrator.

3. Documentation identifying when a direct observation was made.

4. Identification of all data sources.

The evaluation report will be discussed with the administrator. Both the evaluator and the administrator will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the administrator disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each administrator's evaluation, including the evaluation report. This file will be available for the administrator's review and will include any written comments or documents submitted by the administrator.

Unsatisfactory performance - principals

A principal whose evaluation indicates performance is unsatisfactory will be given:

1. A notice of deficiencies;

2. A remediation plan developed by the evaluator and the principal;

3. A reasonable period of time to correct the deficiencies; and

4. A statement of resources and assistance, including professional development opportunities, available to help the principal achieve a satisfactory rating in the next evaluation.

Further evaluations of a principal on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.

If the principal's next evaluation shows the principal is performing satisfactorily, no further action need be taken.

If the principal's next evaluation indicates the principal still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal or other appropriate action.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The administrator may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Informal evaluations or observations may be made whenever appropriate.

Adopted:	02/19/91
Revised:	07/21/99
	07/26/00
	09/15/11