

Evaluation of Administrative Staff

The Superintendent shall institute and maintain a comprehensive program for the evaluation of all administrative personnel.

The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, measure professional growth and development, and to accomplish the effective management of the school system. The evaluation process for non-licensed administrators shall be the same as that for licensed administrators.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The Board shall consult with District administrators, parents and the District Personnel Performance Evaluation Council when developing the process for evaluation of licensed administrators.

All licensed administrators or principals that administer, direct or supervise the instructional program shall be evaluated consistent with state law.

The basic requirements of the evaluation system as it pertains to licensed administrators shall be:

1. All licensed administrators shall be regularly evaluated by properly licensed supervisors who have a principal or administrator license and education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair manner and shall be based on predetermined written criteria which pertain to the administrator's position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed.
4. Evaluation standards and criteria shall be given in writing to all administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for the administrator's review.
6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.

The administrator concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the Superintendent is the evaluator, the signature shall be that of the president of the Board of Education.

If the administrator disagrees with any of the conclusions or recommendations made in the evaluation report, he/she may attach any written explanation or other relevant documentation.

8. The system shall contain a process to be followed when a principal's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies.

The District shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The Superintendent shall make regular reports to the Board concerning the outcome of administrator evaluations.

Nothing in this policy shall be deemed or construed to assure or imply in any manner the renewal of contracts of employees, the right of employees to receive or retain a particular assignment or position, or the establishment of any personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy and/or evaluation system be deemed or construed to establish any conditions prerequisite relative or similar factors relative to nonrenewal of contracts, transfer, assignment, dismissal or any other personnel procedures relating to employees of the District.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law.

All employment decisions remain within the sole and continuing discretion of the Board, subject only to the conditions and limitations prescribed by Colorado law.

Current practice codified 1981

Adopted February 8, 1984

Revised August 26, 1992

Revised to conform with practice June 8, 1994

Revised June 11, 2008

LEGAL REFS.: C.R.S. 22-9-101 *et seq.* Licensed Personnel Performance Evaluation Act
C.R.S. 22-32-109 (1)(ii) board of education – specific duties
C.R.S. 22-32-126 principal employment and authority
C.R.S. 22-63-301 grounds for dismissal
C.R.S. 22-63-302 (8) procedure for dismissal

CROSS REFS.: BDFA, District Personnel Performance Evaluation Council
CFBA, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff
(And Contract Nonrenewal)

St. Vrain Valley School District RE-1J, Longmont, Colorado