

LEADERSHIP EVALUATION PLAN

The primary purpose of supervision and evaluation of administrators is to systematically improve performance of student achievement. The essential features of the supervision and evaluation plan include an assessment of the administrator's performance in the following areas: performance statements which address leadership; administration and management; school finances; professional development, professional interaction with students, staff, community, District building programs; and staff supervision evaluation. Each administrator is expected to annually assess, evaluate and set professional and building or department goals and objectives and develop action plans which define the means to accomplish the goals. The goal statements are to be in relation to the District mission statement and goals.

Assessment of progress toward meeting defined goals, District and building priorities and the leadership and management responsibilities is to include the following steps:

- Annual review of established goals and priorities with supervision.
- A spring meeting with supervisor to assess progress on goals and priorities.
- The Supervisor is to prepare a written evaluative report summarizing the progress the administrator has made toward meeting goals, priorities, and issues of leadership and management and the Supervisor's assessment of the administrator's performance toward meeting position responsibilities and expectations. This report is to be a part of the permanent file and is to be signed by both parties. The administrator shall have the right to submit and attach a written statement to clarify or disagree with elements of the progress report. This statement will also become a part of the permanent file.

In the rare instance where an administrator's overall performance is determined to be of less than satisfactory quality, the Superintendent may recommend to the Board of Trustees probation and/or remediation, a salary freeze, or dismissal for consideration by the Board of Trustees.

The supervision and evaluation process and any evaluation forms are to be:

- Completed by the immediate supervisor.
- Used to ensure attainment of individual professional building/departmental goals and priorities and District goals and priorities.
- Positive and constructive in nature but also address necessary remediation. Based on individual performance within the organizational structure and specific performance responsibilities as related to District goals adopted by the Board.
- Designed to contain clearly stated expectations upon which the individual will be measured.
- Designed to include a process for review and redress as needed.
- Designed to include timelines.
- Simple but comprehensive enough to detail progress. Designed to seek improvement of identified deficiencies and/or individual needs through structured assistance programs.

The managerial skills to be considered in the evaluation of Administrators are as follows:

- work attitude
- effectiveness in meeting position responsibility
- professional judgment
- planning ability
- leadership
- professional development
- organizational skills
- communication skills
- ability to delegate responsibility
- ability to work with others
- use of time
- ability to cope with professional stress
- use of sources

- ability to adapt to change
- ability to resolve conflicts
- ability to manage and meet multiple job responsibilities
- loyalty to the organization
- task completion
- contribution to District as a whole

The annual timetable for the administrator evaluation process shall be as follows:

Fall: Annual review of established goals and priorities with supervision.

Spring: A spring meeting with supervisor to assess progress on goals and priorities.

NOTE: Copies of all written materials related to the administrator's performance will be provided to the administrator.

NOTE: Administrative Rules require the Board to have written policies and procedures for periodic evaluation of all regularly employed, certified, administrative, supervisory, and teaching personnel. The individual shall have a written copy of the evaluation and an opportunity to respond in writing to the evaluation and access to his/her files. This is a sample of a periodic evaluation tool. 10.55.701(6), ARM.