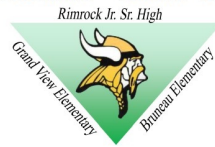


JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW



5023: Administration Staff Evaluation

All school and school district administrators must receive an annual evaluation. Individuals serving in the role of superintendent shall be evaluated by the local board of trustees. For principal and other school level administrator evaluations, each school district board of trustees will develop and adopt policies for performance evaluation using multiple measures in which criteria and procedures for the evaluation of administratively certificated personnel serving as school principal or other school level administrators are research-based and aligned to the standards and requirements outlined in IDAPA. For Special Education Directors, standards aligned with the profession's national standards may replace those outlined in IDAPA. The process of developing criteria and procedures for administrator evaluation will allow opportunities for input from those affected by the evaluation; i.e., trustees, administrators, teachers and parents. The evaluation policy is a matter of public record and communicated to the principals for whom it is written.

Effective evaluation systems recognize, promote and help develop efficient and successful administrators. The Bruneau - Grand View Joint School District adopts this policy for School Administrator performance evaluations to ensure that all certificated School Administrators are evaluated on a fair and consistent basis. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research-based and aligned to IDAPA the state-adopted evaluation instrument.

Definitions

For the purposes of this policy, the following definition applies:

“**School Administrators**,” also referred to as Administrative Personnel are those employees who hold a valid Idaho Administrative Endorsement and are employed in a school level administrative role.

Purpose of Evaluations

The purpose for conducting employee evaluations is to improve student achievement by supporting teacher development. Evaluations assist in identifying employee strengths and weaknesses while providing direction and support for continued learning, professional development and overall job satisfaction and morale. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

Evaluation Criteria

Domain 1: School Climate

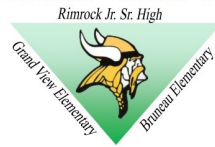
- a. School Culture
- b. Communication
- c. Advocacy

Domain 2: Collaborative Leadership

- a. Shared Leadership
- b. Priority Management
- c. Transparency
- d. Leadership Renewal
- e. Accountability

JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW



Domain 3: Instructional Leadership

- a. Innovation
- b. Instructional Vision
- c. High Expectations
- d. Continuous Improvement of Instruction
- e. Evaluation
- f. Recruitment and Retention

Evaluator

All individuals responsible for evaluating Administrative Personnel performance must have received training in administrator evaluations based on the statewide framework for evaluations. The Superintendent will be responsible for evaluating administrators in the District.

Sources of Data

Professional Practice

The majority of the evaluation results, in the evaluation will consist of results based on the evaluation criteria identified above. As a measure to inform the Professional Practice portion of each evaluation, BGV Administrator Personnel evaluations shall include at least one (1) of the following:

- 1. Parent/guardian input;
- 2. Teacher and Classified staff input (climate survey, at BGV)
- 3. Student input; and/or
- 4. Portfolios

Student Achievement

School administrators must receive an evaluation in which at part of the evaluation results are based on multiple objective measures of growth in student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or past year's data and may be one or both years of data.

Evaluation Procedures

There will be a *minimum* of one (1) evaluation (Summative Evaluation) during each of the annual contract years of employment, which will be completed by the evaluator on or before June 1 of each year or as soon as possible after appropriate measurable student achievement data is completed.

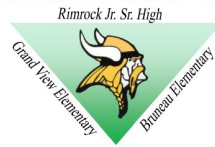
Communications of Results

The school administrator will be provided copies of his/her evaluations conducted by Superintendent. The school administrator will have the opportunity to attach a response to his or her evaluation within five (5) days. The school administrator may file a written appeal based on the results of the evaluation. School administrator evaluations will be considered permanent records and will be maintained in each administrator's personnel file.

All evaluation records will be kept confidential as required by state and federal law. The evaluation scores of individual administrator evaluations will be reported annually to State Department of Education as required for state and federal reporting purposes. Upon request pursuant to Section 33-1210, the District will disclose evaluation records.

JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW



Personnel Actions

The following actions may result if determined to be appropriate by the Board of Trustees:

1. Renewal of employment contract;
2. A letter of direction/commendation/reprimand/discretionary plan of improvement
3. A period of probation only as applicable pursuant to Idaho Code;
4. Immediate discharge;
5. Renewal of employment contract under a continue probationary status;
6. Non-renewal of employment contract;

Monitoring and Evaluation

The Superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently. The Superintendent or designee will continually review and develop the district's school administrator evaluation system taking into account input from Trustees, Administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the Board of Trustees and submitted to the SDE for approval.

Individualized Administrator Evaluation Rating System

Evaluations will be used to identify school administrator proficiency. The individualized school administrator evaluation rating system will have a minimum of four (4) rankings used to differentiate performance of school administrators:

- a. Unsatisfactory = 1
- b. Basic = 2
- c. Proficient = 3
- d. Distinguished = 4

Approval Date:

LEGAL REFERENCES:

Idaho Code Sections 154 9 -340, et seq.

Records Exempt from Disclosure 33-513

Professional Personnel 33 -514

Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement –

Written Evaluation 160 33 -315 Issuance of Renewable Contracts

33 -518 Employee Personnel Files

33 -1001(16) Definitions

IDAPA – Rules Governing Uniformity 08.02.02.007

Definitions 08.02.02.026

Administration Certificate 08.02.02.027

Pupil Personnel Services Certificate 08.02.02.121

Local District Evaluation Policy – School Administrator

Idaho Department of Education Guidelines found at: <http://www.sde.idaho.gov/site/teacher/Eval/administrators.htm>