

Policy No.: 304.06
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PRINCIPAL EVALUATION

The superintendent shall conduct an ongoing process of evaluating the principal on their skills, abilities, and competence. During the first three years of employment, the administrator will be observed and evaluated each semester. Because the administrator is not assigned to teach a full instructional period, the duration of observation will be equal to a typical instructional period. After completing three full years of employment in the district, the administrators will be evaluated annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the principal's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing a principal evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the principal, shall present the formal evaluation instrument to the board for approval. The superintendent will provide the principal with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The formal evaluation shall also include an opportunity for the principal and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the principal and filed in the principal's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all principals prior to April 15.

This policy supports and does not preclude the ongoing informal evaluation of the principal's skills, abilities and competence.