ADMINISTRATOR EVALUATION

The designated evaluator will conduct an ongoing process of evaluating the assigned administrators on their skills, abilities, and competence. At a minimum, the designated evaluator will formally evaluate the assigned administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, assess administrator competence in the Iowa Standards for School leaders, ascertain 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. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

The superintendent is responsible for designing an administrator evaluation instrument to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator’s individual professional development plan. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent or designated evaluator, signed by the administrator and filed in the administrator's personnel file.

All administrators will be an educational leader who promotes the success of all students by:

- Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student’s academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student’s academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student’s academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
· Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student’s academic success and well-being.

· Professional community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.

· Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student’s academic success and well-being.

· Operations and Management: Manage school operations and resources to promote each student’s academic success and well-being.

· School Improvement: Act as an agent of continuous improvement to promote each student’s academic success and well-being.

Individuals new to administration will have a summative/comprehensive evaluation by May 15th of their initial year of employment. All other licensed administrators will complete an Individual Professional Development Plan (IPDP) by October 1st and then provide evidence of competence toward their IPDP and selected Iowa Standards for School Administrators on an annual basis by May 15th. Every third year all administrators will provide evidence of competence toward the attainment of the Iowa Standards for School Administrator in their summative/comprehensive evaluation by May 15th.

At a minimum the superintendent or designee will be responsible for the oversight of the completion of the administrative evaluations.

Legal Reference: Iowa Code §§ 279.8, .21-.23A; 281 I.A.C. 12.3(3); ch 83.

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