

Principals-Responsibility & Evaluations

Principals

Principals are the chief administrators of their assigned schools. The principal has the responsibility to supervise the operation and management of their assigned schools and shall be under the direct supervision of the Superintendent. The Principals' time shall be spent on curriculum, instructional supervision, staff development through formal and informal activities, and establishing clear lines of communication with parents and teachers regarding the school rules, accomplishments, practices, and policies. Principals are responsible for management of their staff, maintenance of the facility and equipment, supervision and administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community.

Evaluation of Principals

The District is committed to a consistent and fair application of this Policy for all principals and assistant principals.

Each administrator shall be evaluated annually, no later than June 1, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Each principal evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluations using the State's adopted model, the *Charlotte Danielson Framework for Teaching Second Edition*.

Evaluation Objectives

The District's Principal Evaluation model is designed to:

- Maintain or improve each principal's job satisfaction and morale by letting him or her know that the Superintendent is interested in his/her job progress and personal development
- Serve as a systematic guide for planning each principal's further training and professional development
- Assure considered opinion of a principal's performance and focus maximum attention on achievement of assigned duties
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized
- Assist in planning personnel moves and placement that will best utilize each principal's capabilities
- Provide an opportunity for each principal to discuss individual goals, job interests and challenges/concerns with the Superintendent
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent shall have the responsibility for administering and monitoring the District's Principal Evaluation model and will ensure the fairness and efficiency of its execution, including:

- Creating and implementing a plan for ongoing training and professional development for principals in the District's performance evaluation model for certificated personnel, including evaluation standards, forms, procedures, and processes and a plan for collecting and using the data gathered from evaluation.
- Creating a plan for ongoing review of the district's principal evaluation model that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties.
- Ensuring that remediation occurs for principals that receive component or summative evaluation ratings where coaching and/or disciplinary action is warranted.
- Implementing a plan for how principal evaluations will be used to identify proficiency and record growth over time.
- Completing principal evaluations annually, ensuring proper safeguards and filing completed evaluations.
- Completing training on the district's performance evaluation model for certificated personnel.
- Ensuring that all principals provide documentation of proficient certification in conducting evaluations based on the Danielson Framework within the first year of employment as an Administrator with the district, and thereafter as required to maintain their Idaho Administrator certificate.

Determining the Summative Evaluation Score:

The evaluator will consider the following in determining the summative evaluation score:

- Professional practice will be a majority basis of the summative evaluation score, including:
 - School Climate
 - School Culture
 - Communication
 - Advocacy
 - Collaborative Leadership
 - Shared Leadership
 - Priority Management
 - Transparency
 - Leadership Renewal
 - Accountability
 - Instructional Leadership
 - Innovation
 - Instructional Vision
 - High Expectations
 - Continuous Improvement of Instruction
 - Evaluation
 - Recruitment & Retention
- Input from at least one of: parents, teachers, students, or administrator portfolio

- Student achievement – based on multiple objective measure of growth in measurable student achievement as defined in Idaho Code 33-1001.

Each administrator will be given a summative evaluation rating of one of the following:

- Unsatisfactory being equal to “1”
- Basic being equal to “2”
- Proficient being equal to “3”

Communicating Evaluation Results

The Superintendent will discuss the evaluation with the principal, emphasizing strong and weak points in job performance. Recommendations for improvement should be specific. Mutual goals should be set for the principal to reach during the next evaluation period.

The summative evaluation shall be signed by the principal and the Superintendent.

Rebuttal/Appeal

Within seven (7) days from the date of the evaluation meeting with the Superintendent, the principal may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the principal disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is provided to the Superintendent within seven (7) days, the Superintendent shall provide the principal with a written response within ten (10) working days, either amending the evaluation as requested by the principal, or stating the reason(s) why the Superintendent will not be amending the evaluation as requested.

If the Superintendent chooses to amend the evaluation as requested by the principal, then the amended copy of the evaluation will be provided to, and signed by, the principal and retained in the principal’s personnel file.

If the Superintendent chooses not to amend the evaluation as requested by the principal, then the evaluation along with the written rebuttal/appeal, and the Superintendent’s response, if any, will be retained in the principal’s personnel file.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew a principal’s contract, the District will comply with the requirements and procedures established in Idaho Code 33-513, and district Policy.

Recordkeeping & Reporting

Permanent records of each principal evaluation will be maintained in the principal’s personnel file. All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy.

