

## **Administration 300 Series**

### ADMINISTRATOR EVALUATION Code No. 303.6

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually, with a comprehensive evaluation to occur at least once every three (3) years. 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 addressed, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, 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, and to ensure the administrator's competence in meeting the Iowa Standards for School Leaders. Also included will be an evaluation of the progress made on the goals of the administrator's professional development plan. This plan shall be aligned, as appropriate but not exclusive to, the Iowa Standards for School Leaders, the student achievement goals of the district and attendance center, and any other elements that may be mutually agreed upon between the administrator and superintendent.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

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, signed by the administrator and filed in the administrator's personnel file.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15.

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

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2011).  
281 I.A.C. 12.3(4).

Cross Reference: 303 Administrative Employees

Adopted: 08/19/2002  
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