

Evaluation of Administrative Staff

Evaluations will be conducted in accordance with state law and Board policy to improve instruction, enhance the implementation of programs in the curriculum, measure professional growth and development of personnel and level of performance of administrators. Evaluations shall also serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

Even though the evaluation process is designed to encourage and assist administrators to perform at a level consistent with the district's standards, the evaluator or the superintendent may recommend to the Board of Education that changes be considered in contract status or assignment.

The Superintendent shall consult with district administrators, teachers, parents and the advisory school district personnel performance evaluation council in developing the evaluation system. A process shall be developed to conduct an on-going review of the evaluation system.

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of certificated personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedure shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvements or remediation plan shall not be grievable under the district's formal grievance process.

Informal evaluations or observations may be made whenever appropriate.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

Evaluation Process

Initial requirements

All certificated administrators will be evaluated. Evaluations shall be conducted by administrators/supervisors who have administrative certification, education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel who they are responsible for evaluating. An organization chart or comparable document will be prepared to identify the evaluator by title or position for each administrator. The chart will indicate which position(s) each evaluator will evaluate and which administrator is responsible for evaluating the evaluator.

In most situations, evaluations will be made by the direct supervisor of the administrator to be evaluated. If the superintendent is the evaluator, the Board of Education will perform all duties of the supervisor of the evaluator.

Evaluations shall be based on written criteria which pertain to good administration and the administrator's particular position. A job description will be developed for each administrative position which sets forth expectations from the school district for the position. The administrator annually will establish job performance objectives in cooperation with the evaluator.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether an administrator's performance meets district standards. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each administrator about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and evaluatee. In addition, all evaluation standards and criteria shall be given in writing to all instructional administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information Collection

The evaluator will use the most appropriate means of data collection available to assess the administrator's performance. The data collected primarily will be based on direct observation when appropriate and/or first-hand knowledge of the administrator's performance. Peer, parent and student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgment. The administrator's self evaluation will also be considered as a source of information during the evaluation process.

Frequency and duration

Administrators in their first two years of service in the district will be evaluated twice during each year. All other administrators will be evaluated at least once each year. Each evaluation will result in a written record.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until any required observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before June of each school year.

Documentation

The evaluator shall prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. A written improvement plan which is specific as to what improvements, if any, are needed in the performance of the administrator and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the administrator's recertification process.

2. Specific information about the strengths and weaknesses in the performance of the administrator.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of the evaluatee will not be construed to indicate agreement with the information contained therein. If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each evaluation report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each administrator's evaluation, including the evaluation report. This file will be available for the administrator's review and will include any written comments or documents submitted by the administrator.

Unsatisfactory performance

1. A administrator whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the administrator.
3. The administrator will be given a reasonable period of time to correct the deficiencies and an statement of resources and assistance available to improve performance.
4. Further evaluations of a administrator on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the administrator's next evaluation shows the administrator is performing satisfactorily, no further action will be taken.
6. If the administrator's next evaluation indicates the administrator still is not performing satisfactorily, the evaluator either will make additional

recommendations for improvement or take any necessary steps to recommend dismissal or transfer.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Approved: January 21, 1992

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LEGAL REFS.: C.R.S. 22-9-101, et seq., (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-63-301
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