ADMINISTRATIVE STAFF APPRAISAL SYSTEM

The superintendent, with the involvement of administrators, is responsible for establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

A. Evaluates the administrator’s job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

   The Board shall perform the superintendent’s evaluation; the superintendent or designee shall perform all other administrators’ evaluation.

B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth, where appropriate.

C. Evaluates an administrator’s job performance, using multiple rating categories, including taking into account data on student growth, where appropriate, as a significant factor in the evaluation in accordance with state law.

   For these purposes, student growth shall be measured by national, state, or local assessments and other objective criteria. During the 2014-15 school year, student growth shall be measured using the state and alternative assessments as prescribed by the Revised School Code.

D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

   1. The effectiveness of administrators, so that they are given ample opportunities for improvement.

   2. Promotion, retention, and development of administrators, including providing relevant coaching, instruction support, or professional development.

   3. Whether to grant full certification to administrators using rigorous standards and streamlined, transparent, and fair procedures.

   4. Removing ineffective administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the Revised School Code, the employment contract, the superintendent’s administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This administrative regulation shall not deprive an administrator of any rights provided by state law or any contractual rights consistent with state law.

LEGAL CITATION: MCL 380.1249

ADMINISTRATIVE REGULATION

Adopted: January 20, 2015