SCHOOL ADMINISTRATOR EVALUATION

The Board of Education through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

A. Evaluates the school administrator’s job performance at least annually while providing timely and constructive feedback

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

C. Evaluates a school administrator’s job performance, using multiple rating categories that take into account data on student growth as a significant factor

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria.

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

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

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

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

4. Removing ineffective school 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 administrator 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 policy shall not deprive an administrator of any rights provided by State law or contractual rights consistent with State law.

POLICY

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