

# Knappa School District 4

Code: **CCG**  
Adopted: 8/18/03  
Readopted: 11/26/12  
Orig. Code(s): CCG

## Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. He/She will report to the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary status.

Formal evaluations will be made at least once, annually. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or designee;
3. Evaluations will be in writing and discussed with the administrator by the person who makes the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and right of appeal through established grievance procedures if applicable.

Administrators' evaluations shall be customized based on collaborative efforts and include the educational leadership-administrator standards<sup>1</sup> adopted by the State Board of Education.

The standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-political context.

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<sup>1</sup>These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the school and district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

[OAR 581-022-1723](#)

[OAR 581-022-1725](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)