

## Licensed Evaluation – Administrators

Step-One: Goal Setting Conference: August - October

1. Identification of performance goals for the evaluation cycle. Goals may be derived from:
  - a. Objective and subjective data related to job performance;
  - b. Professional goals;
  - c. District goals;
  - d. Goals identified by supervisor.
2. The supervisor and administrator will establish the methods of visitations, criteria, and data collection for performance goal evaluation.

Step Two: Mid-Year Evaluation Conferences: November/March

1. At least two conferences will be completed for probationary administrators, one for nonprobationary.
2. A written conference summary will be completed for each conference.

Step Three: End-of-the-Year Conference:

Supervisor confers with the administrator to review the year's performance.

Step Four: Final evaluation documents delivered to administrator

1. The following are considered part of the annual evaluation:
  - a. Evaluation Report Summary;
  - b. Signed job description;
  - c. Conference Summaries;
  - d. Performance Goals;
  - e. Plan of Assistance Form, if applicable;
  - f. Additional documentation.
2. A copy of the final evaluation documents shall be given to the administrator and one copy shall be retained by the supervisor. The original copy will be placed in the personnel file. The administrator may make a written statement relating to the evaluation. At the request of the administrator such statement shall be placed in their personnel file.

## EVALUATION TIMELINE SUMMARY

PROCESS	Probationary and Nonprobationary	
STEP I	Goal Setting	by Oct. 31
STEP II	Mid-Year Conference(s)	by March 1
STEP III	End-of-the-Year Conference	by June 30
STEP IV	Final Evaluation	by June 30
	Documents delivered to the administrator	