

## Licensed Evaluation - Administrators

The quality of administrative leadership has a direct effect on the district's ability to create dynamic organizations which inspire staff, students and community to create environments rich in learning. Furthermore, since the achievement of school and district goals is impacted significantly to the quality of administrative leadership, it is incumbent upon the district to assess its administrators on an annual basis. The administrative evaluation process has as primary focus the exercise of effective instructional leadership in achieving the desired outcomes in student learning. Through such a process each administrator becomes more accountable and committed to enhancing the district's learning environments. Administrative evaluation also serves other purposes which include informing decisions regarding assignments, professional growth needs and continued employment.

Through the evaluation process administrators should acquire a better understanding of their own leadership and management strengths, thereby enabling them to become more capable assessors of their own performance and growth needs. The assessment process should be goal oriented and support district/school priorities where appropriate. The process should also contribute to positive communication between each administrator and supervisor through a focus on improving instructional leadership. Engaging in meaningful dialogue about leadership and management practices should strengthen each administrator's commitment toward the profession and toward the success of his or her staff and students.

Each administrative evaluation for central office and school level administrators will be conducted based upon standards and procedures developed by the superintendent and approved by the Board. These procedures and standards shall be reviewed on a regular basis to ensure that they effectively support the district's goals.

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 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.

## 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](#)

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