

**PRINCIPALS**

Principals are the chief administrators of their assigned schools. The primary responsibility of principals is to supervise the operation and management of their assigned schools. They shall be under the direct supervision of the Superintendent. The majority of the principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents, students, and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community.

**EVALUATION OF PRINCIPALS**

Each principal shall receive at least one (1) written Evaluation to be completed by no later than June 1<sup>st</sup> for each annual contract year of employment. Each principal Evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Idaho Standards for Effective Principals and include proof of proficiency in conducting teacher evaluations using the State's adopted model, the Charlotte Danielson Framework for Teaching Second Edition.

The process of developing criteria and procedures for principal Evaluations will allow opportunities for input from stakeholders, including the Board, administrators, teachers, and parents and guardians.

**EVALUATION OBJECTIVES**

The District's Principal Evaluation Program is designed to:

1. Maintain or improve each principal's job satisfaction and morale by letting him or her know that the Superintendent is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning each principal's further training and professional development;
3. Assure considered opinion of a principal's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each principal's capabilities;

6. Provide an opportunity for each principal to discuss job problems and interests with the Superintendent; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

### **RESPONSIBILITY**

The Superintendent shall have the responsibility for administrating and monitoring the District's Principal Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for principals in the District's Performance Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation. The process will consist of training and Professional Development that will begin with the District providing the necessary fiscal resources to complete training in Teach Scope, and when it is available, participate in Regional cohort training with other administrators. Principals will also be required to have a minimum of one collaboration observation/evaluation with another principal from within the District of a teacher volunteer. Based on a needs assessment completed by the principals, fiscal resources will be made available by the District to support the professional development needs identified by the needs assessment;
2. Creating a plan for ongoing review of the District's Principal Evaluation Program that includes stakeholder input from teachers, Board members, administrators, parents and guardians, and other interested parties. This input will be taken each year by a committee consisting of the above-referenced stakeholders;
3. Creating a procedure for remediation for principals that receive Evaluations indicating that remediation would be an appropriate course of action;
4. Creating an individualized evaluation rating system plan for how principal Evaluations will be used to identify proficiency and record growth over time with a minimum of four (4) rankings used to differentiate performance of principals including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4;
5. Completing Principal Evaluations annually, ensuring proper safeguards, and filing completed Evaluations; and

6. Completing training on the District's Performance Evaluation Program.

## **EVALUATION FORM AND PROCEDURE**

A written Evaluation will be completed for each principal by the Superintendent no later than June 1<sup>st</sup> for each annual contract year of employment. A copy will be given to the principal. The original will be retained by the Superintendent. The Evaluation shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The Evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Superintendent and the principal as to the job description and major performance objectives.

The Evaluation will identify the sources of data used in conducting the Evaluation. Proficiency in conducting observations and evaluating effective teacher performance shall be included as one (1) source of data.

## **EVALUATION MEASURES AND CRITERIA**

### **PROFESSIONAL PRACTICE**

The majority of the Evaluation will be based upon measures of Professional Practice. All measures within the Professional Practice portion of the Evaluation must be aligned at a minimum to the following Domains and Components based upon the Idaho Standards for Effective Principals:

**Domain 1: School Climate:** The principal promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development. The principal articulates and promotes high expectations for teaching and learning while responding to diverse community interests and needs.

1. **School Culture:** The principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors;
2. **Communication:** The principal is proactive in communicating the vision and goals of the school or District, the plans for the future, and the successes and challenges to all stakeholders; and
3. **Advocacy:** The principal advocates for education, the District and school, teachers, parents, and students and engenders school support and involvement.

**Domain 2: Collaborative Leadership:** The principal promotes the success of all students by ensuring management of the organization, operations, and resources for a

safe, efficient, and effective learning environment. In collaboration with others, he or she uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The principal uses research and/or best practices in student achievement and instructional programs. The principal uses research and/or best practices in improving the education program.

1. **Shared Leadership:** The principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth;
2. **Priority Management:** The principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities;
3. **Transparency:** The principal seeks input from stakeholders and takes all perspectives into consideration when making decisions;
4. **Leadership Renewal:** The principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others; and
5. **Accountability:** The principal establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.

**Domain 3: Instructional Leadership:** The principal promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The principal provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

1. **Innovation:** The principal seeks and implements innovative and effective solutions that comply with general and special education law;
2. **Instructional Vision:** The principal ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn;
3. **High Expectations:** The principal sets high expectations for all students academically, behaviorally, and in all aspects of student well-being;
4. **Continuous Improvement of Instruction:** The principal has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching Second Edition and aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision;

5. **Evaluation:** The principal uses teacher/principal evaluation and other formative feedback mechanisms to continuously improve teacher/principal effectiveness; and
6. **Recruitment and Retention:** The principal recruits and maintains a high quality staff.

This Evaluation will also include a portfolio as a measure to inform the Professional Practice portion:

The District has chosen Portfolios as its measure to inform the Professional Practice portion. These portfolios shall account for five percent (5%) of the Professional Practice portion of the principal's Evaluation and shall be comprised of evidence of successful completion of Professional Growth Goals determined by the Superintendent and principal based on the principal's performance of the Domains and components established in this Policy.

**Student Achievement:** The balance of the Evaluation must be based on multiple objective measures of growth in student achievement based upon research. One measure of growth in student achievement shall be Idaho's statewide assessment for federal accountability purposes. The Evaluation will also include at least one additional objective measure of growth in student achievement determined by grade level assignment, based on research, as determined by the Board of Trustees. The Board has chosen End of Course Assessments or STAR360 as its additional measure(s) of growth in student achievement. This portion of the Evaluation may be calculated using one or both years of data.

### **PROOF OF PROFICIENCY IN TEACHER EVALUATIONS**

Proof of proficiency in evaluating teacher performance shall be required of all individuals assigned the responsibility for appraising, observing, or evaluating certificated personnel performance. Proof of proficiency in evaluating performance shall be demonstrated by passing a proficiency assessment approved by the State Department of Education as a one-time recertification requirement prior to September 1, 2018.

### **COMMUNICATING EVALUATION RESULTS**

Each Evaluation shall include a meeting between the Superintendent and principal wherein the Superintendent will:

1. Discuss the Evaluation with the principal, emphasizing strong and weak points in job performance. Commend the principal for a job well done if applicable and discuss specific corrective action if warranted. Recommendations should specifically state methods to correct weaknesses. Set mutual goals for the principal to reach before the next performance evaluation.

2. Allow the principal to make any written comments he or she desires. Inform the principal that he or she may turn in a written rebuttal/appeal of any portion of the Evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the principal sign the Evaluation form indicating that he or she has been given a copy.

### **REBUTTALS/APPEALS**

Within seven (7) days from the date of the Evaluation meeting with the Superintendent, the principal may file a written rebuttal/appeal of any portion of the Evaluation. The written rebuttal/appeal shall state the specific content of the Evaluation with which the principal disagrees, a statement of the reason(s) for disagreement, and the amendment to the Evaluation requested.

If a written rebuttal/appeal is received by the Superintendent within seven (7) days, the Superintendent shall provide the principal with a written response within ten (10) working days either amending the Evaluation as requested by the principal or stating the reason(s) why the Superintendent will not be amending the Evaluation as requested.

If the Superintendent chooses to amend the Evaluation as requested by the principal then the amended copy of the Evaluation will be provided to, and signed by, the principal and retained in the principal's personnel file.

If the Superintendent chooses not to amend the Evaluation as requested by the principal then the Evaluation along with the written rebuttal/appeal, and the Superintendent's response, if any, will be retained in the principal's personnel file.

### **ACTION**

Each Evaluation will include identification of the actions, if any, available to the District as a result of the Evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined.

Should any action be taken as a result of an Evaluation to not renew a principal's contract the District will comply with the requirements and procedures established by State law.

### **RECORDS**

Permanent records of each principal Evaluation will be maintained in the principal's personnel file. All Evaluation records, including rebuttal/appeal documentation will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

**REPORTING**

Any subsequent changes to the District’s Evaluation plan shall be resubmitted to the State Department of Education for approval.

The District shall report the rankings of individual certified administrative personnel Evaluations annually to the State Department of Education utilizing the Idaho System for Educational Excellence (ISEE).

**Policy Cross Reference:**

**Legal Reference:**

Idaho Code §33-513	Professional Personnel
Idaho Code §33-518	Employee Personnel Files
IDAPA 08.02.02.121	Local District Evaluation Policy – School Principal

**Policy History:**

Reviewed:	08/11/2011
Adopted:	08/11/2011
Reviewed:	07/09/2012
Reviewed:	08/20/2012
Amended:	08/20/2012
Reviewed:	05/12/2014
Amended:	05/12/2014
Reviewed:	12/08/2014
Amended:	12/08/2014
Reviewed:	02/09/2015
Amended:	02/09/2015
Reviewed:	05/13/2015
Amended:	05/13/2015
Reviewed:	09/11/2017
Amended:	09/11/2017
Reviewed:	10/16/2017
Amended:	10/16/2017
Reviewed:	02/12/2018
Amended:	02/12/2018