BEND-LA PINE SCHOOL DISTRICT **ADMINISTRATIVE EVALUATION**
Administrative School District No. 1   **Section : Administration**
Deschutes County, Oregon   **CODE: CCG-AR**
ADMINISTRATIVE REGULATION

Implementation of administrative evaluation within the Bend La Pine Public Schools, will include the following:

1. Administrative Goal Setting
  1.1 Goal setting will be conducted annually with each administrator
  1.2 Goal setting will follow the same time schedule for the evaluation cycle – March 1 to February 28.
  1.3 Goal Setting will utilize the adopted <u>Administrator Goal Setting Plan</u> form.
  1.4 Each administrator will identify and write four goals utilizing the Appraisal Standards, District Strategic Plan, Building Goals, District Goals and/or the Job Description.
    1.4.1 Annually, administrators will collectively determine appropriate goal areas in which each administrator will write one goal
      1.4.1.1 The goal may either be for the entire administrative group or there may be a goal for specific horizontal or vertical teams.
  1.5 By March 1 of each year, administrators will individually complete the goals setting form by listing involvement in district goals and projects; accomplishments; and professional growth activities.
    1.5.1 By March 1, the administrator and the evaluator will meet to review and sign-off on the current year goal sheet.
  1.6 By March 1 of each year, administrators will individually write four goals with a plan of action for each goal and identification on how the goal will enhance student learning.
    1.6.1 By March 1, the administrator and the evaluator will meet to review and sign-off on the goal sheet.
  1.7 Once goals are established, each administrator is expected to share and coordinate goal plans with both horizontal and vertical team members where support is needed for goal attainment and alignment of arrows.

2. Evaluation
  2.1 General items
    2.1.1 The evaluation cycle is from March 1 to February 28 of each year.
    2.1.2 The superintendent will review all completed evaluations annually.
  2.2 Long Format

2.2.1   The long format evaluation form will be utilized in the first three years of employment as an administrator with the District and then once every four years.

2.2.2   Data to support long format evaluation can include but not be limited to:

      2.2.2.1   Goal Attainment

      2.2.2.2   Internal Review Data

      2.2.2.3   Survey Data

      2.2.2.4   Portfolio Evidence

      2.2.2.5   Self-Evaluation data

2.2.3   When completing the long format evaluation, the evaluator shall:

      2.2.3.1   Conduct a meeting with the administrator at the beginning of the evaluation cycle to:

            2.2.3.1.1   Orient the administrator to the long format evaluation.

            2.2.3.1.2   Identify any areas of emphasis for either goal setting or as part of evidence gathering – this may be done collaboratively with the administrator.

            2.2.3.1.3   Identity how data will be gathered, in what methods, and in what time frame.

            2.2.3.1.4   Develop a plan for periodic review of progress and site visits during the evaluation cycle.

            2.2.3.1.5   Complete the Administrator Goal Setting Plan form to begin the goal setting process

      2.2.3.2   At the conclusion of the evaluation cycle complete the entire form by

            2.2.3.2.1   Marking each criterion under each standard.

            2.2.3.2.2   Entering comments for each standard.

            2.2.3.2.3   Identifying any areas of emphasis for the administrator.

            2.2.3.2.4   Including any supporting data.

            2.2.3.2.5   Entering overall evaluative comments and making a recommendation regarding contract status.

            2.2.3.2.6   Signing the report.

      2.2.3.3   At the conclusion of the evaluation cycle the Administrator Goal Setting Form will be reviewed, completed and utilized in the conclusions for the long format evaluation.

2.2.4   When completing the long format evaluation at the conclusion of the evaluation cycle, the administrator shall:

2.2.4.1 Present any data or evidence that had been agreed to with the evaluator for inclusion with the report.

2.2.4.2 Identify any areas of emphasis that would aid professional growth.

2.2.4.3 Enter any conclusionary comments, if desired.

2.2.4.4 Sign the report.

2.3 Short Format

2.3.1 Short format evaluations will be utilized on completion of three consecutive years of successful evaluation after beginning with the District as an administrator.

2.3.2 The short format evaluation will be utilized for three consecutive years between long format evaluation cycles, provided that the evaluations of the administrator are positive.

2.3.2.1 Should the evaluator recommend such, the administrator may be returned to long format evaluation and placed on a program of assistance.

2.3.3 When completing the short format evaluation, the evaluator shall:

2.3.3.1 Conduct a meeting with the administrator at the beginning of the evaluation cycle to:

2.3.3.1.1 Orient the administrator to the short format evaluation.

2.3.3.1.2 Identify any areas of emphasis.

2.3.3.2 At the conclusion of the evaluation cycle complete the entire form by

2.3.3.2.1 Marking each standard and identifying any areas of emphasis for the administrator – this may be done collaboratively with the administrator.

2.3.3.2.2 Attaching any supporting documentation.

2.3.3.2.3 Entering overall evaluative comments and making a recommendation regarding contract status.

2.3.3.2.4 Signing the report.

2.3.4 When completing the long format evaluation at the conclusion of the evaluation cycle, the administrator shall:

2.3.4.1 Present any data or evidence that had been agreed to with the evaluator for inclusion with the report.

2.3.4.2 Identify any areas of emphasis that would aid professional growth.

2.3.4.3 Enter any conclusionary comments, if desired.

2.3.4.4 Sign the report.

3.0 Program of Assistance for Improvement (PAI)

3.1　　A PAI will be utilized for administrators who are not demonstrating performance at the desired level.

3.2　　A PAI will be designed in order for the administrator to achieve successful levels of performance

3.3　　If an administrator is placed on a PAI, the Long format of evaluation will be utilized.

3.4　　The plan will be agreed to with the administrator by the evaluator and will include:

　　3.4.1　Specific areas for improvement.

　　3.4.2　Specific suggestions for improvement.

　　3.4.3　Specific methods to gather data.

　　3.4.4　Identification of additional help or resources.

　　3.4.5　Time frame for the plan and for completion of the plan.

3.5　　The evaluator will make a recommendation to the superintendent on the decision at the conclusion of the PAI.

　　3.5.1　It will be the superintendent's responsibility to recommend to the Board of Directors the contract status for the administrator.

　　3.5.2　The decision to remove an administrator from a PAI will be the superintendent's determination.

4.0　Forms

4.1　　Administrator Goal Setting Form – **Form CCG-1**

　　4.1.1　To be utilized by all administrative staff.

　　4.1.2　To be utilized annually.

4.2　　Performance Assessment - Long Format

　　4.2.1　Building Administrator – **Form CCG-2**

　　　　4.2.1.1　To be utilized for principals and assistant principals who are assigned to buildings.

　　　　4.2.1.2　To be utilized in the first three years of employment with the district as an administrator; once every four years thereafter; and if on a PAI.

　　4.2.2　Supervisor – **Form CCG-3**

　　　　4.2.2.1 To be utilized for classified department supervisors and assistant supervisors

　　　　4.2.2.2　To be utilized in the first three years of employment with the district as an administrator; once every four years thereafter; and if on a PAI.

　　4.2.3　District Administrator – **Form CCG-4**

　　　　4.2.3.1 To be utilized for licensed district level administrators below the level of superintendent.

　　　　4.2.3.2　To be utilized in the first three years of employment with the district as an administrator; once every four years thereafter; and if on a PAI.

4.3　　Performance Assessment - Short Format

　　4.3.1　Building Administrator – **Form CCG-5**

4.3.1.1 To be utilized for principals and assistant principals who are assigned to buildings.

4.3.1.2 To be utilized upon completion of the first three successful years of employment with the district as an administrator, and in the years between long format evaluations.

4.3.2 Supervisor – **Form CCG-6**

4.3.2.1 To be utilized for classified department supervisors and assistant supervisors

4.3.2.2 To be utilized upon completion of the first three successful years of employment with the district as an administrator, and in the years between long format evaluations.

4.3.3 District Administrator – **Form CCG-7**

4.3.3.1 To be utilized for licensed district level administrators below the level of superintendent.

4.3.3.2 To be utilized upon completion of the first three successful years of employment with the district as an administrator, and in the years between long format evaluations.