

**APPROVE A NEW FORM AND GUIDELINES**

**BY THE  CHIEF EXECUTIVE OFFICER  OR DESIGNEE**

That the Board approve a new form and guidelines for the annual evaluation of principals by the Chief Executive Officer or designee. (Attachment A) The attached form and the guidelines contained therein shall supersede any existing or previously authorized Chief Executive Officer's annual principal evaluation form and will be utilized by the Chief Executive Officer or designee beginning in the 2007-2008 school year for evaluations of a principal's performance during the prior school year.

evaluate principals whose attendance centers meet the standard for the School Performance Assessment by then using the Instructional Leadership Evaluation

provided that the Chief Executive Officer or designee provides a specific justification for doing so; and,

4) \_\_\_\_\_ the Chief Executive Officer or designee shall evaluate principals with less than three

years in their principalship at an attendance center using the Instructional Leadership Evaluation.

Approved for Consideration:

*Barbara E. White*

Approved:

*A. D.*

**ATTACHMENT A**  
**Chief Executive Officer or Designee's Annual Evaluation Guidelines**  
**and Evaluation Form for Principals**



CHIEF EXECUTIVE OFFICER OR DESIGNEE'S PRINCIPAL PERFORMANCE EVALUATION

Name:	School:
Evaluator:	School Year:

Summary of Principal Performance Review

School Performance Assessment:	Instructional Leadership Evaluation Rating (if applicable):	Date of Goal-Setting Meeting:	Date of Mid-Year Review Discussion (if applicable): No later than January 15 <sup>th</sup>
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Overall Rating:

Summary of Assessment:

Once the final rating has been communicated and the evaluator has had a face-to-face meeting with the employee, sign the form below. Return the signed and completed form to the Department of Human Resources to close the performance evaluation process for this year.

Signatures

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_



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CHIEF EXECUTIVE OFFICER OR DESIGNEE PRINCIPAL PERFORMANCE EVALUATION

Instructions

**NO NOT NEED TO PREPARE A PORTFOLIO FOR THIS EVALUATION. HOWEVER, PRINCIPALS MUST BE PREPARED TO DEMONSTRATE RESULTS AS EVIDENCE FOR RATINGS.**

**One year (at current school) and Evaluator:**  
*Performance Assessment* in August.

When a principal receives a preliminary rating of "Exceeds," Follow the directions on the goal should include attention to special education. If a principal has not completed an *Instructional Leadership Evaluation* with the Chief Executive Officer or designee within a four year period, the principal must complete *Instructional Leadership Evaluation* in the final year of the contract regardless of the rating on the *School Performance Evaluation*.

When a principal requires further review or the evaluator determines that further review is **necessary and articulates a goal** on the *Instructional Leadership Evaluation*, then follow the directions on the *Instructional Leadership Evaluation*.

Year review and review

*Instructional Leadership Evaluation* will be the principal's overall rating (Exceeds, Meets, Needs Improvement, or Does Not

Meet) on the *Instructional Leadership Evaluation* no later than September 30<sup>th</sup>.

**One year (at current school) and Evaluator:**

*Performance Assessment* in late August.

*Instructional Leadership Evaluation* in August/September.

Year review and review

*Instructional Leadership Evaluation* no later than September 30<sup>th</sup>.

**SCHOOL PERFORMANCE EVALUATION**

**Goals**

The standard set for the *School Performance Assessment*.

to meet each goal.

with evaluator at the beginning of the next evaluation period.

Short Goals	Time Period	Evidence of Learning Outcomes/Results



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Principal's Signature:





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Evidence of Learning Outcomes/Results					