

Evaluation of Administrative Staff

The Charter Board shall institute and maintain a comprehensive program for the evaluation of all administrative personnel.

The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The Charter Board shall consult with the administrator, parents, and charter school personnel when developing the process for evaluation of administrators.

All certificated or licensed administrators that administer, direct or supervise the instructional program (“instructional administrators”) shall be evaluated consistent with state law.

The basic requirements of the evaluation system as it pertains to instructional administrators shall be:

1. All instructional administrators shall be regularly evaluated by properly certified supervisors in an administrative position and with education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed. The charter school personnel shall be an active participant in the development of standards of performance.
4. All evaluation standards and criteria shall be given in writing to all instructional administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent, or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for the administrator’s review.

6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a drawn. In any event, instructional administrators shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.

The staff member shall have an opportunity to review the document with the administrator who makes the evaluation, and both shall sign it. The evaluation document may be reviewed by the charter board.

If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

8. The system shall contain a process to be followed when an administrator's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies.

The charter school shall conduct all evaluations so as to observe the legal and constitutional rights of certificated personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The administrator shall make regular reports to the Charter Board concerning the outcome of the evaluations.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy, or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of procedure, failure to apply a procedure or adhere to a

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