

SAYDEL COMMUNITY SCHOOL DISTRICT

ADMINISTRATOR EVALUATION

The Superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities and competence as defined by the Iowa School Leadership Standards and Criteria. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met or exceeded, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the Board and the Superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the Superintendent and the administrator.

The Superintendent is responsible for recommending an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The Superintendent will share the formal evaluation instrument with the Board.

The formal evaluation will also include an opportunity for the administrator and the Superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the Superintendent, signed by the administrator and filed in the administrator's personnel file.

The Principal and District Administrator will be educational leaders who promote 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.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal, and cultural context.

It is the responsibility of the Superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to June 30.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Approved: 1-20-97

Reviewed: January 2016

Revised: January 2016