

PROCEDURES FOR PERFORMANCE APPRAISAL OF SITE-BASED ADMINISTRATORS

The designated supervisor of site-based administrators will be responsible for all evaluations.

Procedures for site-based administrators

1. During the months of June to August, develop Professional Development Plans based on data and School Improvement Plans.
2. By the first week in September, the site-based administrator will submit the final Professional Development Plans to the designated supervisor.
3. The designated supervisor and district staff, as needed, will meet with the site-based administrator throughout the year to provide technical assistance regarding the administrator's performance. Any concerns will be documented
4. A support team meeting will be held for administrators with three years or less experience or as needed by other administrators.
5. By March 1, the site-based administrator will have completed the 360 Degree Appraisal Portfolio. The Appraisal Portfolio will remain at the school site for documentation and designated supervisor review upon request.
6. By March 1, the site-based administrator will complete the site-based administrative Reflection and submit it to the designated supervisor.
7. Between March 15 and June 30, the site-based administrator will meet with the designated supervisor for the annual appraisal review. Parts I and II of the Professional Development Plans will be reviewed. Part I will be revisited in June for final sign-off. Part II should be completed for the Annual Appraisal Review.
8. Site-based administrators will have the opportunity to agree or disagree with any of the documentation and to document their performance.
9. A site-based administrator has ten days after the performance appraisal conference to submit a written rebuttal to be attached to the annual Performance Appraisal.
10. Performance Appraisal forms are sent to the designated Personnel Service personnel for review and filing.