

EVALUATION OF PROFESSIONAL STAFF

Code **GCO-R** Issued **9/09**

First year principals

First-year principals are those serving for the first time as building-level principals. First-year principals must participate in an induction program as provided by the state board of education. The superintendent or his/her designee will observe, collect relevant data and consult with a first-year principal on a regular and consistent basis. Further, the superintendent or his/her designee will provide written and oral feedback to the first-year principal on each performance standard and criterion. The principal will enter the formal evaluation cycle in his/her second year.

Experienced principals

Experienced principals are those principals with one or more years of in-state or out-of-state experience as a principal. Annually, the superintendent or his/her designee will provide informal feedback to experienced principals on their job performance. At least once every three years, the superintendent or his/her designee will conduct a formal evaluation of experienced principals. The formal evaluation must address the nine state-adopted standards and their accompanying criteria. The district may use an evaluation instrument as provided by the South Carolina Department of Education or may use an alternative evaluation process that meets state requirements and national standards and is approved by the South Carolina Department of Education and the state board.

The formal evaluation will consist of formative and summative phases. The **formative** phase will begin with an initial review of the evaluation instrument by the evaluator with the principal. Regular conferences will be held to discuss the principal's progress. The conferences will include an analysis of the data collected during the year.

The **summative** phase will provide for evaluative conclusions based on the data collected in the manner specified by the evaluation instrument. The evaluator must complete the principal evaluation instrument, discuss the results with the principal and go over the degree to which the performance standards and criteria for the evaluation have been met.

After reviewing the overall results of the evaluation, the evaluator and principal will establish the principal's annual professional development plan on the basis of identified strengths and weaknesses as well as the school's renewal plan. Both will sign the evaluation instrument at the conclusion of the summative phase and a written copy of the signed evaluation must be given to the principal.

Each principal may respond in writing to his/her formal evaluation; however, the written response must be submitted to the evaluator within 10 working days of the summative conference.

All appeals will follow the district policies and procedures governing the appeal process.

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