

EVALUATION OF ADMINISTRATIVE STAFF

Code **GCO-R** Issued **10/18**

The appropriate personnel will evaluate the performance of professional staff fairly and on a periodic basis in an effort to improve the quality of all work performance.

Every employee will be informed of the criteria by which his/her performance is evaluated, and every employee has the right to discuss his/her performance evaluation with his/her supervisor.

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

Training and Reporting

The district must provide appropriate training for all personnel responsible for conducting the evaluation process.

The district will meet all reporting requirements as outlined in law and state regulation.

Principals

A principal is the chief administrative head or director of an elementary, middle, or secondary school or of a career and technology center, special education, or alternative school. Induction principals are those serving for the first time as building-level principals. These principals are considered probationary until they have completed the requirements of the Principal Induction Program (PIP) and have received an overall rating of proficient or higher on the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) evaluation instrument.

The evaluation cycle will be consistent with the school year as defined by law. After induction, principals will be evaluated as outlined below.

Principals with Tier 1 certification

First-year principal

A first-year principal will participate in the PIP. The superintendent or his/her designee will provide the first-year principal with written and oral feedback relative to each performance standard and criterion at mid-year and end-of-year conferences. The superintendent or his/her designee will observe, collect relevant data, consult with the principal on a regular and consistent basis, and provide the principal with an informal written evaluation.

Second-year principal

Upon successful completion of both the PIP and a full evaluation on the PADEPP evaluation instrument or the approved alternative evaluation instrument, the principal will be eligible for Tier 2 principal certification. If the overall rating on the PADEPP evaluation instrument or the approved alternative evaluation instrument in any year immediately subsequent to the induction year of employment as a principal is below proficient, the principal will remain on Tier 1 certification until the South Carolina Department of Education receives verification from the district that the principal has achieved an overall rating of proficient or higher on the PADEPP or the approved alternative evaluation instrument.

PAGE 2 - GCO-R - EVALUATION OF ADMINISTRATIVE STAFF

Principals with Tier 2 certification

The superintendent or his/her designee will evaluate Tier 2 principals annually. A full evaluation using all PADEPP performance standards will be conducted at least every third year. The evaluation will address each of the PADEPP performance standards and accompanying criteria. The evaluations conducted in years between full evaluations will include the performance standards for instructional leadership, the principal's professional development, and all the performance standards rated the previous year as below proficient. Such evaluations will also include any additional performance standards identified in the principal's PDP. Full evaluations may be conducted each year as determined by the superintendent. The principal will receive feedback regarding his/her performance, at a minimum, at mid-year and end-of-year conferences.

Evaluation process

The evaluation of each principal will consist of both formative and summative phases.

In the formative phase, the evaluator will begin with an initial review of the evaluation instrument with the principal. Regular conferences will be held to discuss the principal's progress and will include an analysis of the data collected during the year.

The summative phase will provide for evaluative conclusions regarding the principal's performance based upon the data collected. Upon completion of the evaluation, the evaluator will meet with the principal to discuss the findings in terms of each of the PADEPP performance standards as well as the overall results. The evaluator and principal will sign the form at the conclusion of the meeting, and a copy will be given to the principal.

After reviewing the overall results of the evaluation, the principal and evaluator will establish the principal's annual PDP on the basis of the identified strengths and weaknesses, as well as the school's renewal plan and identified areas of student growth.

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.

Issued 8/13/91; Revised 3/8/05, 9/13/11, 10/13/15, 10/9/18