

Administrator Performance Evaluation and Professional Development Review.

Section 1. Philosophy. The East Allen County School District is committed to excellence. An effective administrator evaluation review is necessary to ensure quality leadership and continued improvement of all staff. While the primary focus of evaluation is to demonstrate continued improvement, administrator performance reviews require administrators to meet established performance expectations, as well as to strive to reach commendable levels of performance that may result in a performance stipend. This process will be used to determine length of contract, any index-step increase and any performance pay supplement for the administrator.

Section 2. Program Features. The Administrator Performance Evaluation Review is built on four components:

- Identification of Specific Goals
- Evaluation of Professional Skills
- Extraordinary Achievement, Notable Service, Exemplary Contributions
- Completion of Professional Development Plans and Log

Each component is described through descriptive statements and ranked on a continuum.

1. Section A, Identification of Goals, will use the following statements:

Fully Completed

Goals were completed as outlined in an exemplary manner. Evidence of successful completion of each goal was predetermined at the beginning of the year and agreed upon documentation was provided to the supervisor at the end of the year.

Partially Completed

Goals were partially completed and need further time for full completion. A new timeline along with appropriate documentation was provided to the supervisor at the end of the year.

Not Completed

Goals were not completed and will not be reevaluated. No documentation or evidence of completion was provided.

A total point value of 50 is available on Section A.

2. Section B, Evaluation of Professional Skills, will use the following statements:

Commendable

Performance consistently demonstrated an extraordinary level of skill and ability. Documentation must include a statement of explanation and include examples. (4 points)

Above Standard

Performance objectives have been met and demonstrated with a high level of skill and ability. Documentation must include a statement of explanation and an example. (3 points)

Competent

Performance objectives have been met and demonstrated with a satisfactory level of skill and ability. (2 points)

Needs Improvement

Performance objectives have not been met or have been met only partly with a satisfactory level of skill and ability. A Plan of Professional Development must address these areas. (1 point)

A total point value of 40 is available in Section B.

3. Section C, Completion of Professional Development Plans and Log:

A total point value of ten is available in Section C. If an individual receives a rating of Needs Improvement on Section B, a component of the Professional Development Plan must address the deficient areas for the ensuing year and the individual does not qualify for a move up on the salary index and will receive a one-year contract.

4. Section D, Extraordinary Achievement, Notable Service and/or Exemplary Contributions:

A total point value of ten is available on Section D. This section may only be counted if the employee has at least a sixty-eight (68) points or more on sections A and B combined.

Section 3. Criteria for Administrative Salary Placement:

1. Level 1:

Administrators placed on any one of the first three steps of his/her respective salary index must receive seventy-five (75) total points or more on the evaluation instrument to move up on the salary index.

2. Level 2:

Administrators placed on step four or higher on his/her respective salary index must receive eighty-five (85) total points or more on the evaluation instrument to move up on the salary index.

3. Level 3:

Administrators placed on the top step of his/her respective salary index must receive ninety-five (95) total points or more on the evaluation instrument to qualify for performance pay of \$1500. This amount will be an addendum to the contract and will not be cumulative.

Section 4. Criteria for Administrative Contract.

Administrators receiving less than sixty-eight (68) points on Sections A and B combined will receive a one-year contract.