

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b></p> <p><b>FILE: 7 – PROFESSIONAL AND SERVICE PERSONNEL DEVELOPMENT</b></p> <p><b>File: 7-4 Evaluation Procedures for Administrator</b></p>	<p><b>Last Reviewed: 6-28-10</b></p> <p><b>Next Review: 7-01-12</b></p>
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The purpose of the evaluation is to improve the administrator's performance and professional growth. The administrator and the immediate supervisor will mutually establish annual written goals for the administrator's performance evaluation on or before October 1. The goals shall be related to the administrator's job responsibilities. In addition to the goal setting conference the administrator and the supervisor will meet at least once annually to review progress toward meeting the established goals. The supervisor will schedule an evaluation conference with the administrator to share findings and prepare the written evaluation. The administrator shall receive a copy of the evaluation within five working days. (WVC §18A-2-12 and SBP 5310)

**R 7-4-1 Evaluation Process for Administrators**

- ❖ The administrator's immediate supervisor is responsible for monitoring performance and for preparing the written evaluation.
- ❖ Administrators who are in their first, second, or third year of administration, shall have a minimum of two written evaluations per year.
- ❖ Administrators with three or more years of administration shall have a minimum of one written evaluation per year.
- ❖ The primary data source for the performance evaluation will be information and documentation related to the mutually established goals.
  - The administrator shall maintain a portfolio of materials that validate progress or completion of the mutually establish goals.
  - The administrator's supervisor may also collect documentation relating to these goals.
  - The supervisor will evaluate the administrator's performance using a narrative description to document the progress made toward goal attainment or to document unsatisfactory performance. Because the mutually established goals will be unique to each administrator, it follows that the evaluation narrative will focus on the administrator's demonstration of those skills identified in the performance characteristics.
  - The evaluation will be goal directed and may incorporate the performance characteristics in the narrative description. The supervisor may include those performance characteristics appropriate to the mutually established goals. The performance characteristics should be identified during the goal setting conference.
  - The portfolios maintained by the administrator and the supervisor shall be included as part of the evaluation documentation.
- ❖ The administrator's signature on the evaluation form denotes that the supervisor has reviewed the evaluation with the administrator. The administrator's signature does not imply concurrence with the evaluation and/or its rating.
- ❖ The administrator shall receive a copy of the evaluation.

- ❖ The administrator has the right to include a written statement as an addendum to the evaluation. An addendum and the signature of the administrator must be affixed to the evaluation not later than five working days following receipt of the written evaluation.

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#### **R 7-4-2 Improvement Plan for Administrators**

- ❖ The supervisor and administrator shall develop an improvement plan when an administrator's performance is unsatisfactory in any area of responsibility as contained in *Section 18 of SBP 5310*.
- ❖ The improvement plan shall designate how the administrator shall meet the performance characteristics. The improvement plan shall:
  - Identify the deficiencies,
  - Specify the corrective action to remediate the deficiencies,
  - Contain the time frame for monitoring and deadlines for meeting the performance characteristics, and in no case shall an improvement plan be for more than one semester in length, and
  - Describe the resources and assistance available to assist in correcting the deficiencies.
- ❖ After an administrator has successfully corrected deficiencies, s/he must continue to meet standards.
- ❖ Nothing in this Section shall supersede the provisions of WVC §18-2E-6; §18-3-4; or §18A-2-8.

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#### **R 7-4-3 Improvement Team for Administrators**

- ❖ A referral to an improvement team for an administrator whose evaluation is unsatisfactory may occur when the supervisor determines s/he needs such assistance. The administrator may request the assistance of an improvement team.
- ❖ The improvement team shall be comprised of the administrator's immediate supervisor and two administrators, one at the same school level. One of the administrators shall be selected by the administrator completing the improvement plan and approved by the county superintendent. The selection of the other members of the improvement team shall be based upon county administrative procedures adopted pursuant to *Section 3.2 of SBP5310*.
- ❖ The improvement team shall serve only as a resource to the immediate supervisor who shall retain authority for the evaluation.
- ❖ The improvement team shall monitor the improvement plan and may:
  - Conduct observations and conferences,

- Provide training to assist the administrator in meeting the performance criteria outlined in the plan, and
- Identify additional resources.
- ❖ Release time may be provided for administrators who serve on the improvement team.

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#### **R 7-4-4 Administrators' Responsibilities**

- ❖ In addition to established laws, policies, rules and regulations, job descriptions for administrators shall include the following responsibilities:
  - Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance;
  - Provides purpose and direction for schools/county;
  - Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals;
  - Manages group behaviors to achieve consensus;
  - Enhances quality of total school/county organization;
  - Organizes and delegates to accomplish goals;
  - Communicates effectively; and
  - Provides leadership in the implementation of technology standards.

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Adopted: September 7, 1999  
Amended/Revised: June 28, 2010