

Policy

EVALUATION OF ADMINISTRATIVE STAFF

Code GBJ Issued 12/15/21

The appropriate personnel will evaluate the performance of administrators fairly in accordance with applicable state law and State Board of Education regulations on a periodic basis in an effort to improve the quality of all work performance.

Every administrator 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 for governing the appeals process.

Training and Reporting

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

The district must meet all reporting requirements as outlined in law and state regulations.

Principals

A principal is the chief administrative head or director of an elementary, middle, or secondary school or of a career and technology, 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.

Principals with Tier 1 certification

First-year principal

A first-year principal will participate in 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 least 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

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A second-year principal will enter the evaluation cycle. Upon completing PIP in year one and receiving an overall rating of proficient or exemplary on the PADEPP evaluation instrument in the second year of employment, the principal will be eligible for Tier 2 principal certification. If the overall rating on the PADEPP 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 district verifies to the Department of Education that the principal has achieved an overall rating of proficient or exemplary on PADEPP.

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. Principal evaluations on years between full evaluations will include performance standards for instructional leadership, student growth, and all performance standards rated the previous year as below proficient, as well as any additional performance standards identified in the principal's Professional Development Plan (PDP). Full evaluations may be conducted every year, if the superintendent or his/her designee chooses to do so. The principal is to receive feedback from the superintendent or his/her designee regarding the principal's performance at least at mid-year and end-of-year conferences.

Evaluation process

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 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 on 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 evaluation form at the conclusion of the meeting with a copy given to the principal.

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.

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

All Other Administrators

All district office administrators and school administrators other than principals will be evaluated annually either formally, using formal evaluation instruments approved by the superintendent or

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his/her designee for the administrative position held by the administrator, or informally, through a goal setting format as approved by the superintendent or his/her designee.

At the close of the preceding school year or at the beginning of a new school year, every administrator will be informed as to whether he/she will be evaluated formally or informally and given a copy of the evaluation instrument or format. Each administrator will receive a copy of the results of his/her annual performance evaluation.

Adopted 12/14/21

Legal references:

- A. South Carolina Code, 1976, as amended:
 - 1. Section 59-26-40 – Evaluation of and performance standards for school principals.

- B. S.C. State Board of Education Regulations:
 - 1. R43-165.1 – Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP)