

Revised: _____

304 SCHOOL ADMINISTRATOR EVALUATION

I. PURPOSE

The purpose of this policy is to set forth the evaluation criteria and process for the School Administrator.

II. GENERAL STATEMENT OF POLICY

The school board must provide oversight of the school to ensure the school is operating according to local, state, and federal law and in alignment with its mission, vision, and bylaws. One way the board provides this oversight is through supervision of the School Administrator. This policy ensures that the School Administrator is subject to both continuing review through monthly reporting to the board as well as a formal review process. The School Administrator will be subject to evaluation based on qualifications for this position set forth in Minn Stat. 124E.12 subd.2(a) and in the School Administrator job description.

III. PROCEDURES

A. Continuing and formal evaluation of the School Administrator will be conducted in the following areas: instruction and assessment, human resource and personnel management; financial management; legal and compliance management; effective communication; and board, authorizer, and community relationships.

B. The School Administrator is subject to continuing review of their performance through monthly reporting to the school board. The School Administrator shall submit monthly written reports to the board.

C. The School Administrator shall also be subject to a formal review at least annually. In addition to the regular annual review, in the first year of a School Administrator's employment in that role, the School Administrator shall participate in a formal review to be completed within six months of their employment. This six month review must be completed by the December board meeting.

D. The procedures for the six-month and annual review are as follows:

- a. The executive committee shall create a self-survey tool for the School Administrator. The self-survey shall be structured around job duties as described in Minn Stat. 124E.12 subd 2(a) and the School Administrator's job description. The self-survey shall outline goals, strengths, and areas

for improvement. The School Administrator shall promptly complete the self-survey and return it to the executive committee.

- b. The executive committee shall survey all staff members, parents, and board members regarding the job performance of the School Administrator. The survey shall include questions pertaining to the job duties described in Minn State 124E.12 subd. 2(a) and the School Administrator job description.
- c. The executive committee shall compile the self-survey and other surveys and write a summary of the results. In addition, the executive committee may compile any other necessary data relevant to the performance of the school leader and summarize this data.
- d. Full survey results, the summary of the results, any other data collected by the executive committee, and the summary of that data shall be made available to the full board. However, the executive committee will redact any information that makes survey respondents identifiable.
- e. At the next board meeting, the full board shall conduct the performance review using as a basis the items described in paragraph (d), above. The performance review will be conducted in a closed meeting of the board, unless the School Administrator requests that the meeting be open.
- f. The full board shall approve the final Performance Review by majority vote. All board members' names shall be recorded on the final Performance Review and the review shall be signed by the Board Chair.

Legal References: *Minn Stat 124E.12 subd. 2(a)*

Cross References: