



## **GCOC - EVALUATION OF ADMINISTRATIVE STAFF**

The Board, in keeping with state law, shall institute and maintain a comprehensive program for the evaluation of all licensed administrative personnel.

The purpose of licensed administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self evaluation.

The Board shall consult with administrators, parents, and the advisory school district personnel performance evaluation council when developing the process for evaluation of administrators.

The basic requirements of the evaluation system as it pertains to administrators shall be:

1. The Board shall require regular evaluation of all licensed administrators by properly certified supervisors who have administrative certification and education and training in evaluation skills which will enable them to make fair, professional, and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the administrator's position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed. The district personnel performance evaluation council shall be an active participant in the development of standards of performance.

4. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation. All data on which an evaluation judgment is based will be documented to the extent possible and available for the administrator's review.
5. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
6. An evaluation document shall be prepared in writing. The evaluation document shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.

The administrator concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the superintendent is the evaluator, the signature shall be that of the president of the Board of Education.

7. The system shall contain a process which shall be followed when a certificated administrator's performance is deemed unsatisfactory.

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The superintendent shall make regular reports to the Board concerning the outcome of administrator evaluations.

The content of the evaluation, the ratings given, and any improvement or remediation plan shall not be grievable under the district's formal grievance process.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

Adopted: April 1991  
Revised: August 11, 1997

LEGAL REFS:

C.R.S. 22-9-101, et. seq. (Certificated Personnel Performance Evaluation Act)  
C.R.S. 22-32-126  
C.R.S. 22-63-301  
C.R.S. 22-63-302(8)

CROSS REFS:

BDFA, District Personnel Performance Evaluation Council  
CFBA, Evaluation of Evaluators  
GCKB-R, Administrative Staff Assignments and Transfers (Fair Process Guidelines)  
GCQF, Discipline, Suspension, and Dismissal of Professional Staff Members

CONTRACT REF:

Employee Agreement, Section Ae, Evaluations, and subcodes

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NOTE:

Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.