

ADMINISTRATION

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to receive guidance and direction in the performance of his or her assignment. Such evaluation shall be based on state requirements, his or her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. For principals and assistant principals, such criteria shall include one or more of the following as required by law: (i) Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff; (ii) demonstrating commitment to closing the achievement gap; (iii) providing for school safety; (iv) leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements; (v) assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local district learning goals; (vi) monitoring, assisting, and evaluating effective instruction and assessment practices; (vii) managing both staff and fiscal resources to support student achievement and legal responsibilities; and (viii) partnering with the school community to promote student learning.

For other administrators, and for principals and assistant principals who are not required by law to be evaluated according to the criteria stated above, evaluation criteria shall include: leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both the evaluator and the employee shall sign the written evaluation report and retain a copy for their respective records. The employee shall have the right to submit and attach a written disclaimer to his or her evaluation following the conference.

Legal Reference:       RCW 28A.405.100

Minimum criteria for the evaluation of certificated employees—  
Revised four-level evaluation systems for classroom teachers and for principals — Procedures — Steering committee — Models — Implementation — Reports.

Adoption Date:       February 11, 2014