

A-13 EVALUATION OF PROFESSIONAL STAFF ADMINISTRATORS

The evaluation of administrator performance within the Plainfield Community School Corporation is a key factor in the continued development of a quality educational program. The responsibility for the evaluation of administrators rests with the superintendent of schools or his designee. The evaluation process shall include self-evaluation by the administrator, observations by the evaluator, and superintendent-administrator conferences. Even though a goal oriented process is utilized, a formal instrument may be used in the evaluation of administrators.

A conference will be held each year between the school administrator and the superintendent or his designee. At that conference, job goals for the school year will be discussed and specific goal statements generated. Goal statements will contain both long-range goals and short-range goals to be accomplished during the course of the school year. All agreed upon goal statements should be consistent with the policies of the Board of School Trustees and meet the characteristics of effective goal statements.

During the month of January, a conference will be held to informally evaluate the administrator's progress to that point. At this conference, areas of strength and of weakness will be reviewed and specific steps and recommendations made.

During the month of June annually, a conference between the administrator and superintendent or his designee will be held to formally evaluate the administrator's progress. A summary of the administrator's goal accomplishments and a completed Administrative and Supervisory Personnel Performance Appraisal form will be provided. A copy of the appraisal form will be provided to the administrator and a copy will be placed in the administrator's personnel file.

The aforementioned procedure shall be reviewed periodically by a committee of school administrators. Recommendations for change will be presented to the superintendent for consideration. The end result of administrative evaluation should be for the improvement of the educational program for the students of the school community.

SOURCE: Plainfield Community School Corporation
Plainfield, Indiana
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