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Adopted: 1/3/83

## **399 ADMINISTRATOR PERFORMANCE APPRAISAL**

### **I. PHILOSOPHY**

The school board recognizes the importance of personnel evaluation for the improvement of professional services rendered by school administrators in the school district. The administrator evaluation process should stimulate professional growth and improvement, thus encouraging more effective performance on the part of the individual. Performance appraisal is not a separate and distinct function from the overall system of management, but an important part of the process of managing. An effective evaluation system discriminates strengths and weaknesses of individual role incumbents, determines job/performance responsibilities, and improves supervision. Participative planning is essential to the process wherein both appraisee and appraiser cooperate in determining performance priorities and derive benefit from their accomplishment.

### **II. PURPOSE**

The purpose of the evaluation process is to assist the administrator in achieving exemplary standards with regard to assigned responsibilities and providing effective leadership to the educational program of the school district. The evaluation documents provide a means of assessing effectiveness and professional behaviors. The instruments and procedures should be viewed as aids in carrying out a continuous program of professional improvement. They serve as valuable guides in assessing professional strengths, as well as for the purpose of improving professional growth. Specifically, administrator performance appraisal is intended to:

- A. Describe clearly the duties and responsibilities of each administrator.
- B. Establish mutually identified standards of performance for specific administrative positions.
- C. Identify both areas of strength and weakness in the administrator's performance.
- D. Improve communication between the administrator and his/her supervisor.
- E. Provide the means by which improvement needs can be met.
- F. Foster a high trust level between the administrator and his/her supervisor.

- G. Enable the School Board to hold administration accountable for implementing its policies and responding to its priorities.
- H. Make evaluation relevant to on-going job performance.
- I. Identify effective administrative performance in order to better serve the instructional and program needs of students.

### **III. PROCEDURE**

The superintendent shall plan and implement an administrative performance appraisal system in cooperation with the school district's administrative staff. Performance evaluation should be based upon major areas of responsibility outlined in the description for each position, specific job goals for a given year, and commonly accepted characteristics of general administrative performance. The opportunity for self-appraisal and assessment of performance of supervisees of the administrator should be included when deemed desirable. Periodic supervisory conferences should be incorporated within the system and appropriate instruments developed to document the process. Evaluation reports shall be placed on file in accordance with statute and recommended personnel procedures.