

WATERFORD UNION HIGH SCHOOL

DISTRICT ADMINISTRATOR (DA) ANNUAL PERFORMANCE EVALUATION: PROCEDURES AND TIME-LINE SUMMARY

1. Preparation for Annual Performance Review – After July / August Regular Meetings:

- a. July Meeting- Board members receive DA Performance Assessment Tool (PAT) and the Colleague Assessment Questionnaire (CAQ) for review.
- b. July Meeting- DA will present his/her proposed goals or areas of focus for the next two years. Each goal shall have a brief narrative for its rationale, an action plan and suggested evidence of progress or attainment. The goals may be based on the duties and responsibilities contained in Board Policy 1400.01- DA Job Description, on the similar PAT, or external from them.
- c. The Board and DA will review the evaluation process / timeline and answer questions.
- d. August Meeting- The Board will approve DA's goals and, discuss and approve any proposed changes to the PAT or the CAQ.

2. The Colleague Assessment Questionnaire (CAQ) – Mid-January:

- a. The CAQ will be administered in a confidential manner.
- b. “Strengths and Opportunities” themes will be identified.

3. DA Presentation to the Board – March in Closed Session:

- a. Progress on Goals: DA will share his/her reflections and evidence of progress or attainment.
- b. Performance on the PAT standards: DA will share his/her reflections and evidence of progress or attainment.
- c. “Strengths and Opportunities” themes from the CAQ are shared with the Board and the DA will share his/her reflections from them.
- d. Board members may ask questions, however, this meeting is not intended for a Board response to the information presented and no evaluative comments are permitted.

4. Board Meeting without DA – March / April in Closed Session (as soon as possible after DA Presentation):

- a. Board will have discussions of the DA's performance.
- b. Board members will use the PAT along with information provided by the DA in Step 3.
- c. Board will reach consensus on whether performance expectations have been met.
- d. Board will draft a written evaluation on whether expectations have been met by performance category, including narrative descriptions of the Board's judgment in each area.

5. Summative Evaluation Meeting with the DA – March / Early April:

- a. The Board President and members of the Personnel & Policy Committee will meet with the DA and share the written evaluation from Step 4 and the Board's perspective regarding performance.
- b. Evaluation will be signed by all parties.
- c. Evaluation will be filed in the DA's personnel file.