

### ADMINISTRATIVE EVALUATION

The Board of Education, through the powers derived from the School Code and regulations, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a ~~an~~ program of administrative evaluation **program for all administrators other than the Superintendent.**

The purpose of **the** administrative evaluation **program** is to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of the administrator;
- C. ensure the continuous improvement of administrative and supervisory performance;
- D. recognize meritorious performance and professional/personal strengths; **and**
- E. ensure compliance with the School Code.**

In order to implement an evaluation process that promotes improvement in administrative performance, development **of the evaluation plans** may involve members of the administrative team.

~~Evaluation of administrative performance will be assessed annually prior to July 1<sup>st</sup> each year.~~

~~Principal's Evaluation:~~ **Evaluation Plan for Principals and Associate/Assistant Principals:**

The School District ~~must~~ **shall** adopt a ~~an~~ Principal Evaluation Plan for Principals **and Associate/Assistant Principals.**

Evaluations must be in writing and performed by the District Superintendent, his/her designee, or by an individual appointed by the School Board who ~~holds a Type 75 certificate.~~ **has completed the pre-qualification training program required by law.**

~~Every **principal** evaluation must: include a description of the principal's duties and responsibilities and the standard to which the principal must confirm, and must accomplish at least the following:~~

The Evaluation Plan must include a description of the principal/**associate/assistant principal's** duties and responsibilities and the standard to which the principal/**associate/assistant principal** must conform, and must accomplish at least the following:

- ~~A. explain the principal's specific duties, responsibilities, management, and competencies;~~ **include a description of the duties, responsibilities and standards the principal/associate/assistant principal is expected to conform to;**
- ~~B. list the principal's strengths and weaknesses with supporting reasons, and~~ **list the principal's/associate/assistant principal's strengths and weaknesses and include reasons supporting the strengths and weaknesses;**
- ~~C. align with the Illinois Professional Standards for School Leaders or research-based District standards~~ **research based standards established by administrative rule;**
- D. address the principal's/associate/assistant principal's leadership ability and his or her ability to maintain a positive education and learning climate;**
- E. use data and student growth as a significant factor in rating a principal/associate/assistant principal; and**
- F. be rated as either "excellent", "proficient", "needs improvement", or "unsatisfactory".**

**For Principals and Associate/Assistant Principals on a multi-year performance based contract, the evaluation shall also address the extent to which the principal/associate/assistant principal has met the goals and indicators of student performance and academic improvement attributable to the responsibilities and duties of the principal/associate/assistant principal.**

**BOARD OF EDUCATION  
GENEVA COMMUNITY UNIT  
SCHOOL DISTRICT #304**

ADMINISTRATION  
1530/page 3 of 4

~~Principals with a one (1) year contract will receive a written evaluation at least once, by February 1<sup>st</sup> of the year the contract is in effect. For principals with a multi year contract, a written evaluation will be completed by the end of the contract year, or by February 1<sup>st</sup> as determined by the Superintendent.~~

**All Principals and Associate/Assistant Principals on a one (1) year contract will receive a written evaluation at least once, by March 1<sup>st</sup> of the school year that the contract is in effect. For Principals/Associate/Assistant Principals on a multi-year contract, a written evaluation will be completed by July 1<sup>st</sup> of each year; provided, however, in the final year of the multi-year contract, the Principal's and/or Associate/Assistant Principal's evaluation must take place by March 1<sup>st</sup>.**

The District may consider additional evaluations of the principal/**associate/assistant principal** if it chooses.

Failure to evaluate a principal/associate/assistant principal and to provide him/her with a copy of the evaluation at least once by ~~February~~ **March** 1<sup>st</sup> in the case of a single year **contract**, and by the same date of the final year in the case of a multi-year contract, is evidence that the ~~principal's performance meets the District standards and automatically extends the principal's contract for a year under the same terms and conditions of the prior year's contract.~~ **Principal/Associate/Assistant Principal is performing duties and responsibilities in at least a satisfactory manner and shall serve to automatically extend the principal's/associate/assistant principal's contract for a period of one year after the contract would otherwise expire, under the same terms and conditions of the prior year's contract.**

A copy of each evaluation will be placed in the principal's/associate/assistant principal's personnel file and provided to the principal/associate/assistant principal.

**Evaluation for Other Administrators:**

**The School District shall adopt an Evaluation Plan for administrators other than those discussed above.**

**Evaluations must be in writing and performed by the District Superintendent, his/her designee, or by an individual appointed by the School Board who has completed the pre-qualification training program required by law..**

**The Evaluation Plan must include a description of the administrator's duties and responsibilities and the standard to which the administrator must conform and must accomplish at least the following:**

- A. explain the administrator's specific duties, responsibilities, management, and competencies;**
- B. list the administrator's strengths and weaknesses with supporting reasons; and**
- C. address the administrator's leadership ability and his or her ability to maintain a positive education and learning climate.**

**For administrators on a multi-year performance-based contract, the evaluation shall also address the extent to which the administrator has met the goals and indicators of student performance and academic improvement attributable to the responsibilities and duties of the administrator.**

**All administrators with a one (1) year contract will receive a written evaluation at least once by March 1<sup>st</sup> of the school year that the contract is in effect. For administrators with a multi-year contract, a written evaluation will be completed by July 1 of each year; provided, however, in the final year of the multi-year contract, the principal's evaluation must take place by March 1<sup>st</sup>.**

**The District may consider additional evaluations of the administrator if it chooses.**

A copy of each evaluation will be placed in the administrator's personnel file and provided to the administrator.

105 ILCS 5/24A et. seq.  
105 ILCS 5/10-21.4a

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To Policy Committee 2/24/2014 Revised, Collins