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EXPLANATION: EVALUATION OF PRINCIPALS

NOTE: A version of this policy is currently pending with the district. This version combines changes from both the 2014B and 2015B updates, making it the most up-to-date version.

2014B Update

MSBA has created this NEW policy to assist districts in complying with the new employee evaluation requirements the State Board of Education committed to as part of the Elementary and Secondary Education Act (ESEA) flexibility waiver granted by the U.S. Department of Education and the MSIP 5 Process Standards.

The Department of Elementary and Secondary Education (DESE) has been in the process of soliciting input and revising educator evaluation recommendations since 2008. In 2012, Missouri received an ESEA flexibility waiver from the U.S. Department of Education. This waiver requires the state of Missouri to address three principles: "college- and career-ready expectations for all students; state-developed recognition, accountability and support; and supporting effective instruction and leadership." Pursuant to the waiver, every district in Missouri must have an effective evaluation process in place by the 2014–2015 school year. An effective evaluation process is one that is aligned with the Essential Principles of Effective Evaluation (Essential Principles) as defined in the Missouri Code of State Regulations.

DESE, in cooperation with education organizations, educators and others, has developed model evaluation tools for teachers, leaders and superintendents that incorporate the Essential Principles. Districts have the option of using the DESE model or creating their own evaluation forms and process as long as they are based on the Essential Principles. This policy was also revised to align with current research on effective educator evaluation and recommendations from DESE.

The details of this policy may be modified to reflect the district's chosen method for evaluating principals, but please be advised that any process the district uses must conform to the Essential Principles! The Board may need to change its current practices to conform to the new requirements.

MSBA has also created a procedure (CFB-AP) that includes principal evaluation timelines and a specific process based on DESE recommendations, but these are not required. Districts should carefully read this policy and the procedure and make modifications to reflect the district's chosen method for evaluating principals.

The new terminology of the model evaluation system can be a bit confusing. The applicable principles and standards use the term "leader," but the document itself is titled "Principal Evaluation." MSBA contacted DESE and was told that the process outlined in the Principal Evaluation model would be appropriate for evaluating others in a leadership role, even though the terminology is specific to building-level administrators. MSBA has drafted this policy to apply to principals and assistant principals. The district may choose to expand the scope of this policy to apply to other administrators.

2015B Update

This policy was revised at the request of the Department of Elementary and Secondary Education (DESE) as a way of helping districts understand that student growth must be part of the evaluation process.

This policy was also revised to reflect the requirements of House Bill 1490 (2014) that prohibits the sharing of evaluation results with state and federal agencies. MSBA has also included language from state law describing the essential principles that must be incorporated in all evaluation procedures. MSBA has also made language changes for clarity and consistency with standards approved by the State Board.

DESE has a wealth of information on incorporating student performance data into the evaluation process on its website at:

<http://dese.mo.gov/educator-growth-toolbox/student-growth-data>

The DESE website also has information on implementing the evaluation process (Effective Evaluation Implementation Rubric):

<http://dese.mo.gov/sites/default/files/Effective-Evaluation-Implementation-Rubric.pdf>

The Missouri Leader Standards adopted by the Missouri State Board of Education are available at:

<http://dese.mo.gov/sites/default/files/LeaderStandards.pdf>

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MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

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|---|----------------------|---|----------------------------|--|----------------------|
| X | Board Secretary | | Business Office | | Coaches/Sponsors |
| | Facility Maintenance | | Food Service | | Gifted |
| X | Human Resources | X | Principals | | Library/Media Center |
| | Health Services | | Counselor | | Special Education |
| | Transportation | | Public Info/Communications | | Technology |

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EVALUATION OF PRINCIPALS

The superintendent or designee ("evaluator") will annually evaluate the performance of principals in the district using an evaluation instrument incorporating the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education. Pursuant to these principles, the evaluation process should:

1. Use research-based performance targets aligned with state standards;
2. Establish indicators of performance articulated across differentiated levels with standards specifying expectations at all levels of practice;
3. Be aligned with the probation period for the educator as specified in state law and provide for the accurate and appropriate accumulation of performance data;
4. Use student growth in learning as a significant contributing factor in the evaluation of practice at all levels, using a wide variety of student performance measures;
5. Assess performance on a regular basis, providing timely feedback from multiple sources that promotes formative development at all career stages and supporting overall improvement;
6. Be designed to ensure that evaluators who collect evidence of performance and provide feedback are highly trained and objective, ensuring that ratings are fair, accurate and reliable; and
7. Be designed to guide district decisions regarding determinations of status, recognition, development, interventions and policies that impact student learning in the system.

The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of principals in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered. The term "principal" also includes assistant principals.

The superintendent or designee may use the evaluation process described in this policy for the evaluation of other administrators, if appropriate.

Standards-Based Evaluation Standards

The Board evaluator will measure performance based on the Missouri Leader Standards. In accordance with these standards, detailed below, the leader must demonstrate the knowledge and ability to ensure the success of all students.

These standards emphasize the leader principal as a competent manager and instructional leader who continuously acquires new knowledge and skills and is constantly seeking to improve his or her leadership practice to provide for high academic achievement for all students. In accordance with these standards, the principal demonstrates the knowledge and ability to ensure the success of all students by:

1. Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
2. Promoting a positive school culture, providing and an effective instructional program; applying that applies best practices to student learning, and designing comprehensive professional growth plans for staff.
3. Managing the organizational structure, personnel and resources in a way that promotes a safe, efficient and effective learning environment.
4. Collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity and in an ethical manner.
6. Remaining current on best practices in education administration and school-related areas as evidenced by his or her plan for annual professional development each year plan.

Evaluation Records

The summative evaluation and any written responses by the principal will be maintained in the principal's personnel file in accordance with the state retention manuals applicable to schools. The district will not share the evaluation with any state or federal agency unless it is required by law to do so.

Evaluation Process

The superintendent will create a procedure for implementing the principal evaluation process.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Cross Refs: GBL, Personnel Records

Legal Refs: §§ 161.855, 168.201, .410, RSMo.
5 C.S.R. 20 - 400.375

Camdenton R-III School District, Camdenton, Missouri