



## **ADMINISTRATOR EVALUATION PROCEDURES**

**Monroe County Intermediate School District**

**Monroe, Michigan**

**October 19, 2023**

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**MONROE, MICHIGAN**  
**ADMINISTRATOR**  
**EVALUATION PROCEDURES**

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## **ADMINISTRATOR EVALUATION PROCEDURES**

### **PURPOSE OF THE EVALUATION**

All administrators are required to have an annual evaluation that is “rigorous, transparent and fair” and of which, student growth is a significant factor. We selected, with input from administrators, the School ADvance Administrator Evaluation System. All Administrators are evaluated by an Assistant Superintendent.

### **ADMINISTRATORS TO BE EVALUATED AS PRINCIPAL/BUILDING LEADER RUBRIC**

- Directors – Regional, Early Childhood and IRTC
- Special Education Supervisors
- Planner/Coordinator
- Educational Center Principal
- Education Center Assistant Principal
- MCMC Principal
- Head Start/Early Head Start Director
- GSRP Director

### **COMPONENTS OF THE EVALUATION**

- Administrators will follow the appropriate Checklist in Standards for Success (SFS) to complete the required steps in the Administrator’s Annual Evaluation.
- Administrators will develop specific performance goals to assist in improving effectiveness.

Ratings include **highly effective (4), effective (3), minimally effective (2), and ineffective (1)**. The evaluation contains the following Domains:

Domain 1: Results (student growth)

Domain 2: Leadership

Domain 3: Systems

Domain 4: Processes

Domain 5: Capacity

### **EVALUATION PERCENTAGES**

	<b>Domain 1</b>	<b>Domain 2</b>	<b>Domain 3</b>	<b>Domain 4</b>	<b>Domain 5</b>
2023-2024	40%	15%	15%	15%	15%

## **SCORING THE EVALUATION FORM**

	<b>Ineffective</b>	<b>Minimally Effective</b>	<b>Effective</b>	<b>Highly Effective</b>
<b>Score</b>	0-1.99	2.0-2.99	3-3.5	3.6-4

### **TIMELINE:**

New Administrators will receive a copy of this manual upon hire. The procedures will also be posted on the Human Resources webpage under “Evaluations.”

**October 1: Self-Assessment:** Administrators will complete the self-assessment in SFS

**November 1: Goals:** Administrators will utilize the goals module in SFS to develop their goals, in consultation with his/her Assistant Superintendent.

**Through-out the School Year: Observations:** The Assistant Superintendent will conduct observations of the Administrator which will focus, in large part, on the Administrator’s goals. The Assistant Superintendent will provide written feedback to the Administrator through the Observation module in SFS.

**June 1:** Evaluation due

**Student Growth:** Student growth will be 40% of the evaluation with 50% of that 40% based on state assessment data and the portion of student growth not measured using state assessments must be measured using multiple research based growth measures or alternative assessments that are rigorous and comparable across schools within the school district. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals. MCL 380.1249(2)(a)(ii)

### **Standards for Success**

The School Advance Evaluation System and process is completed through the on-line, web based Standards for Success (SFS). The website can be found at <https://www.standardforsuccess.com/>

The website can also be accessed through QuickLinks on the MCISD homepage at [www.monroeisd.us](http://www.monroeisd.us).

### **HELP PDF’s**

SFS has multiple pdf’s available under the “SUPPORT” tab which will provide assistance. For example, here is a link to assist in logging into your account: <https://www.standardforsuccess.com/resources/>

## **APPENDIX**

### **Monroe County Intermediate School District Bylaws & Policies**

#### **1420 - SCHOOL ADMINISTRATOR EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.
- C. Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2015 - 2016, 2016 - 2017, 2017 - 2018 and 2018-2019 school year twenty-five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

For building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central-office-level administrator, the pertinent data is that of the entire School District.

- D. For building level administrators, the data to be used is the aggregate student growth and assesment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central-office-level administrator, the pertinent data is that of the entire School District.
- E. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
  - 1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
  - 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.

3. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- F. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
  2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
  3. Student attendance.
  4. Student, parent and teacher feedback and other information considered pertinent by the Board.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

## **NOTICE OF NON DISCRIMINATION**

The Monroe County Intermediate School District is an EOE employer/institution and does not discriminate based on religion, race, color, national origin, sex, disability, age, height, weight, marital status, veteran status or familial status in its programs, services, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Eric Feldman**

**Assistant Superintendent for Human Resources and Legal Counsel**

**1101 S. Raisinville Road**

**Monroe, Michigan 48161**

**734-322-2640**

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area or call 1.800.421.3481

### **Complaint Procedure**

The Monroe County Intermediate School district has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at [www.monroeisd.us](http://www.monroeisd.us) or a copy can be requested from the Human Resources Office at the above address.