

2025-2026

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



ADMINISTRATOR *Evaluation Procedures Manual*

Updated: October 9, 2025

Administrator Evaluation Procedures Manual

2025-2026 School Year

PURPOSE OF THIS MANUAL

Pursuant to Board of Education Policy 1420 – *School Administrator Evaluation* and/or relevant state law, school district administrators are required to undergo an annual evaluation. Monroe County Intermediate School District (MCISD) uses the administrator evaluation tool published by Standards for Success (SFS). To determine which evaluation rubric applies to you, login to SFS. All administrators will be evaluated by an Assistant Superintendent. A copy of Policy 1420 – *School Administrator Evaluation* may be found online [here](#).¹

EVALUATION COMPONENTS

Administrator Checklists and Goals

- Administrators will follow the appropriate checklist found in SFS to ensure they complete all required steps; and
- Administrators will develop specific performance goals to assist in improving their overall effectiveness using the timeline identified below.

Effectiveness Ratings

For the 2025-2026 school year, the administrator effectiveness ratings are, from highest to lowest: (1) effective; (2) developing; and (3) needing support. Effectiveness rating is determined based on the following domains found in SFS:

Domain Number		Percentage of Evaluation	
Domain 1 – Results (Student Growth) ²		20%	
Domain 2 – Leadership		20%	
Domain 3 – Systems		20%	
Domain 4 – Processes		20%	
Domain 5 – Capacity		20%	
Total		100%	

	Effective	Developing	Needing Support
Evaluation Score	3.0-2.5	2.49-1.5	1.49-0.00

¹ <https://go.boarddocs.com/mi/monroeisd/Board.nsf/goto?open&id=DK9QHA678FF6>

² Student Growth will be measured based on the criteria recommended by the Michigan Department of Education and relevant Michigan law.

TIMELINES

Date	Task
October 1	Administrators will complete the appropriate Self-Assessment in SFS.
November 1	Administrators will utilize the goals module in SFS to develop their goals for the 2025-26 school year, in consultation with the appropriate Assistant Superintendent.
Throughout the School Year	The appropriate Assistant Superintendent will conduct observations of the Administrator which will focus, in large part, on the Administrator's goals and completion thereof. The Assistant Superintendent will provide written feedback to the Administrator through the Observation module in SFS.
June 1	Completed evaluation due.

ADDITIONAL INFORMATION

The evaluation process is completed through the online, web-based Standards for Success (SFS). The website can be found [here](#).³ SFS has multiple PDFs available under the “[Support](#)” tab,⁴ on its website to provide guidance and assistance.

NOTICE OF NONDISCRIMINATION

The MCISD Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or familial status, military status, ancestry, genetic information, or on any other basis prohibited by law in its programs and activities, including employment opportunities. The following person has been designated to serve as MCISD's Civil Rights Coordinator:

Anya Lusk

*Assistant Superintendent for Human Resources & Legal Counsel
Title IX Coordinator / Civil Rights Coordinator / FOIA Coordinator*
1101 S. Raisinville Rd.
Monroe, Michigan 48161
734-322-2640
anya.lusk@monroeisd.us

For further information, including the contact information for the Office of Civil Rights, see Board of Education Policy 1422 – *Nondiscrimination and Equal Employment Opportunity* [here](#).⁵

³ <https://www.standardsforsuccess.com>

⁴ <https://educationadvanced.atlassian.net/wiki/spaces/EVKB/overview>

⁵ <https://go.boarddocs.com/mi/monroeisd/Board.nsf/goto?open&id=DK9QHC678FFC>