

**ADMINISTRATOR EVALUATION PROCEDURES**

**Monroe County Intermediate School District**

**Monroe, Michigan**

 **March 2015**

 **Revised : February 2016**

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**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**

* Directors – Regional, Early Childhood and IRTC
* Special Education Supervisors
* Planner/Coordinator
* Educational Center Principal
* MCMC Principal
* MCMC Dean
* CTE Director

**COMPONENTS OF THE EVALUATION**

* Administrators will follow the appropriate Checklist in STAGES 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

Domain 2: Leadership

Domain 3: Programs

Domain 4: Processes

Domain 5: Systems

**EVALUATION PERCENTAGES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Domain 1** | **Domain 2** | **Domain 3** | **Domain 4** | **Domain 5** |
| 2015-2018\* | 25% | 19% | 19% | 19% | 18% |

**Per SB 103/ 2015 PA 173 effective 11/5/2015**

**SCORING THE EVALUATION FORM**

There are a total of 29 elements in the Evaluation Form with a possible 116 points. Domain 1 has 4 elements (16 possible points), Domain 2 has 6 elements (24 possible points), Domain 3 has 6 elements (24 possible points) and Domain 4 has 6 elements (24 possible points) and Domain 5 has 7 elements (28 possible points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ineffective** | **Minimally Effective** | **Effective** | **Highly Effective** |
| **Percent of Total** | Under 50% | 50%-65.99% | 66%-89.99% | 90% -100% |
| **Raw Score** | 58 and below | 58-75 | 76-103 | 104-116 |
| **Score** | 0-1.99 | 2.0-2.63 | 2.64-3.59 | 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 STAGES

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

**Through-out the School Year: Observations:** The Assistant Superintendent will be 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 STAGES.

**June 1:** Evaluation due

 **Student Growth:** Student growth will be based upon local, state and national criteria

**.**

**STAGES**

The School ADvance Evaluation System and process is completed through the on-line, web based STAGES. The website can be found at <https://live.stagessoftware.com/user/login/>. The website can also be accessed through QuickLinks on the MCISD homepage at [www.monroeisd.us](http://www.monroeisd.us).

Each Administrator has a user name and password to log into STAGES. The user name is your Monroe ISD email address. If you have used STAGES in previous years, your password has remained the same. **If you are a new Administrator, your password is the word “password”.**  You will have an opportunity to change that password once you have logged on.

**HELP VIDEOS**

STAGES has several help videos which can be accessed by the Administrator once he/she logs into the account. In the upper right hand corner of the page click on “Help” to access the videos.

**Checklist**

Each Administrator has a “CHECKLIST” in STAGES which serves as a guide or a “to do” list through the evaluation process. You can access a tutorial on a generic checklist by clicking on this link: <https://help.stagessoftware.com/tee/index.php?title=Evaluatee:_Checklist_Overview&printable=yes>

**Uploading Evidence**

Administrators will want to take advantage of the STAGES tool that allows them to upload evidence into their evaluation. This uploaded evidence can be in the form of a PDF or a link to a website. Please take the time to view the video on how to upload evidence at this link:

[https://help.stagessoftware.com/sdba/index.php/SDBA:\_Introduction\_-\_Uploading\_Evidence\_to\_Your\_Evaluation](https://help.stagessoftware.com/sdba/index.php/SDBA%3A_Introduction_-_Uploading_Evidence_to_Your_Evaluation)

**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, upon the recommendation of the Superintendent, 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 while providing timely and constructive feedback |
|   |   |
|   | 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 using multiple rating categories that take into account data on student growth as a significant factor |
|   |   |
|   | For grades and subjects in which state assessments are administered in compliance with 20 U.S.C. 6311, student growth must be measured, in part, using the state assessments. For grades and subjects in which state assessments are not required and administered for purposes of 20 U.S.C. 6311, student growth must be measured, at least in part, using alternative assessments that are rigorous and comparable across schools within the intermediate school district. |
|   |   |
|   | D. | 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. | the promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development |
|   |   |
|   | 3. | the decision to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures |

|  |  |
| --- | --- |
|   |   |
|   | 4. | the removal of 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 |

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. A supervisor offering suggestions for improvement to an administrator shall not release that administrator from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in an effective 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, a negotiated agreement or 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.

Evaluation of school principals shall be conducted as required by the Michigan Department of Education, and beginning with the 2010-11 school year, the Superintendent shall report the "Effectiveness Label" of each school principal in the form and manner as directed by the Department.

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

M.C.L. 380.1249

Adopted 3/19/13
Revised 10/21/14

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