

**Lisbon School Department
19 Gartley Street
Lisbon, Maine 04250**

ADMINISTRATOR EVALUATION

A. Purpose of Evaluation

The purpose of the evaluation of Administrators is to:

- 1) Protect the employer.
- 2) Honor the employee's rights to feedback, a record of job performance and a complete file of a job history.
- 3) Assess the effectiveness of each Administrator in accomplishing assigned and statutory responsibilities.
- 4) Provide a forum for the free exchange of issues on job performance between each Administrator and the Superintendent.

Open communications and mutual understanding of expectations are essential between the Superintendent and the Administrator to achieve and maintain a successful school system for the Lisbon School Department.

The evaluation is intended to be a professional growth tool. It should take into consideration biennial goals and overall responsibilities established by the job description, state laws, Department of Education rules, local policies, and the Interstate School Leaders Licensure Consortium (*ISLLC*) Standards for School Leaders.

B. Performance Standards

The standards for performing the job responsibilities of Administrators include the following:

Standard 1) A School Administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning or of the department that is shared and supported by the school community.

Standard 2) A School Administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school or organizational culture and program conducive to student learning and staff professional growth.

Standard 3) A School Administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Standard 4) A School Administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Standard 5) A School Administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

Standard 6) A School Administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

C. Process of Evaluation

The evaluation of Lisbon Administrators will be a two-year cycle culminating in a summative evaluation by the end of February in the second year of the evaluation cycle.

- 1) In September/October of the first year of each evaluation cycle, the Administrator **will complete a self evaluation** and present proposed goals and objectives to the Superintendent. The Administrator and the Superintendent will then establish and tentatively prioritize the goals and objectives of the Administrator for the two-year cycle. When agreement cannot be reached, the Superintendent maintains the responsibility for the selection of goals and actions.

After the goals and objectives have been established, the Administrator and the Superintendent will then determine the method of documentation to be used to provide evidence of work toward achieving the goals and objectives. Documentation options may include portfolio development, use of a reflective journal, or a series of observations by the Superintendent.

- 2) The Superintendent will conduct a formative review of progress on the goals and objectives in **December** of both years of the evaluation cycle.

- 3) By **January 1st**, of the second year of the evaluation cycle, the Administrator will provide the Superintendent a copy of the goals and objectives set in September/October of the first year of the cycle. A written report will be provided indicating the Administrator's assessment of work done to accomplish those goals and objectives in addition to the evidence provided through the documentation method established at the goal setting meeting. The Administrator may also provide to the Superintendent a self-evaluation form chosen by the Administrator.
- 4) In **January**, of the second year of the evaluation cycle, the Superintendent will use the "***Administrative Evaluation Summary Report***" to complete an evaluation of each Administrator. Comments accompanying any item that has been rated as Low (1 or 2 rating) will be included. Commendations for those areas rated as High will also be noted.
- 5) The Administrator summative evaluation meeting will be conducted in **February** of the second year of the evaluation cycle. The Administrator will be given full opportunity to discuss with the Superintendent the observations and conclusions that are made on the evaluation form. All documents associated with the evaluation are confidential materials.
- 6) Upon written notice to the Administrator, the Superintendent may elect to conduct, at any time during the two-year cycle, a formal evaluation using the "***Administrative Evaluation Summary Report***."

(NOTE: The purpose of establishing specific employment goals and objectives is intended to assist the Administrator and Superintendent in establishing priorities for action. Failure to accomplish particular goals and/or objectives may not reflect negatively on a Administrator performance particularly where events may have superseded any given goal or objective.)