

Series 4000: District Employment

4500 Administrators/Supervisors

4503 Performance Evaluation

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term.

A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. a year-end annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
2. an individualized improvement plan if the Administrator is rated minimally effective or ineffective or where performance deficiencies are noted;
3. student growth and other assessment required or authorized by law;
4. an overall effectiveness rating of highly effective, effective, minimally effective, or ineffective;
5. dismissal of an Administrator rated ineffective on 3 consecutive year-end evaluations;
6. an evaluation tool approved by the MDE, a modified tool (if posting requirements are met), or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
7. website posting of required information pertaining to the evaluation tool;
8. appropriate training for evaluators; and
9. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as

determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted: May 24, 2021

Date revised: October 24, 2022