

2.26 EVALUATIONS

B. Principals

1. The Clay County Performance Appraisal System for School Principals shall be conducted annually by the Superintendent with the assistance for Assistant Superintendents and the Deputy Superintendent. The goals of the appraisal system shall be to appraise the progress, stimulate the development and meet the learning needs of the principal while also meeting the needs of the organization. The appraisal section of the Board-approved Human Resources Management Development (HRMD) plan will be the basis for determining eligibility of school-based administrators for pay for performance. It shall be the responsibility of the principal to become familiar with the criteria to be used in his/her evaluation, and it will be the responsibility of the Human Resource Management Development Committee to recommend criteria and procedures to the Superintendent.
2. Evaluators designated by the Superintendent shall work together and with principals to determine areas for improvement and to develop an Individual Leadership Development Plan (ILDP) and/or a Professional Development Plan (P.D.P.). ~~The PDP shall not be made a part of the personnel file of the Principal but shall be retained by the evaluator during the year of evaluation for the purpose of planning and development.~~
3. The performance appraisal system will be based upon a minimum of ~~three~~ two conferences (initial, ~~interim~~, and final). At the beginning of the annual performance appraisal, each evaluator shall hold an initial conference with each Principal to discuss the appraisal process review, performance expectation and begin development of the Individual Leadership Development Plan or Professional Development Plan. Materials developed throughout the year of assessment may be reviewed by the evaluator and discussed with the Principal at any performance appraisal conference. By the final conference, the Evaluator and principal shall sign the Performance Appraisal form based on the criteria assessed during the year. This form shall be reviewed by the Superintendent and a conference shall be held with the Principal if deemed necessary. The original of this form shall be forwarded to and retained by the Human Resources Division, a copy shall be forwarded to the Principal, and a copy given to the Evaluator.
4. The results of the evaluation shall be reviewed by the Superintendent who will make his/her recommendation for reappointment. The principal shall be permitted to appeal the result of the evaluation at Level I to the evaluator and then to the Level II Appeals Committee. Such committee shall be comprised of another assistant or Deputy Superintendent who did not appraise the principal who is appealing, a principal, selected by the principal who is appealing and the Assistant Superintendent for Human Resources. Final appeal shall be to the Superintendent. All procedures for the appeal process shall be established in the Performance Appraisal Section of the HRMD Plan.

5. Planning for the next assessment year, shall commence upon the completion of the assessment for the current school year. Such planning shall be conducted by the evaluator with the Principal and shall be in conjunction with the division heads.

(Section B revised: 6-12-86; 11-01-88, 02/15/96, 10/17/02)

C. *(Not amended)*

D. Administrative/Supervisory

1. The evaluation of district-wide administrative/supervisory personnel shall be conducted annually by the Deputy Superintendent and each division head or designee. This evaluation shall be reviewed by the Superintendent who will make an overall recommendation for board appointment after his/her review of the evaluation. The evaluation of the Deputy Superintendent and division heads will be conducted annually by the Superintendent.
2. The administrator/supervisor shall be responsible for becoming familiar with the procedure and criteria for their evaluation. At the beginning of the contract year each individual shall sign the pre-evaluation section of the evaluation form, indicating his/her understanding of the evaluation process and criteria.
3. Prior to reappointment for the following contract year, an overall appraisal conference shall be held with each administrator/supervisor for the purpose of discussing job performance. Commendations and areas for improvement shall be noted on the evaluation form and both the evaluator and the person being evaluated shall sign the form to indicate that this conference was held. At this conference, the evaluator shall submit to the individual a copy of the evaluation form. The original ~~and two copies~~ of the form shall be presented to the Superintendent for his/her review and final determination and the evaluator shall retain a copy. The individual being evaluated shall have ten (10) days from the Superintendent's final determination to submit a written reply, which shall be attached to his/her evaluation form. The original copy of the evaluation form along with any attachments shall be submitted to the Human Resources Division to be filed in the individual's permanent file. A copy of the final evaluation shall be distributed to the evaluator and the individual being evaluated.
4. District Level Administrator Appraisal Appeal Process

A district-level administrator who fails to meet mutually agreed upon expectations will be allowed to review the data used to reach this judgment. The administrator may appeal his/her evaluation through a three-step appeal process.

- a. Appeal Process for Administrator Not Evaluated Directly by the Superintendent

Level I – Within ten (10) working days of the post-observation conference the administrator may request in writing a meeting with his/her appraiser for the purpose of appealing his/her appraisal. The meeting must take place within five (5) working days of receipt of the written request from the

administrator. The decision resulting from this meeting must be provided by the appraiser within three (3) working days of the appeal meeting.

Level II – Within ten (10) days of the decision at Level I the administrator may appeal the Level I decision to a committee composed of: (1) the Assistant Superintendent for Human Resources, (2) another Assistant or Deputy Superintendent who did not appraise the administrator appealing, and (3) a principal selected by the administrator who is appealing. If the Assistant Superintendent or the Deputy Superintendent is the appealing administrator's appraiser, the Superintendent shall designate another district level administrator to serve on this committee. A chairperson shall be selected by the Superintendent. The committee will meet within ten (10) working days of receipt of the administrator's written request for appeal of the Level II decision. The decision from the deliberation of this committee must be rendered within five (5) working days of the meeting.

Level III – Should the administrator not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Superintendent. Such appeal shall be made in writing by the administrator within ten (10) working days of the Level II decision and must cite the rationale for the appeal. The Superintendent will review the appraisal information, and all information produced at the Level II appeal, and will render a judgment within five (5) working days of receipt of the administrator's appeal.

b. Appeal Process for Administrator Evaluated Directly by the Superintendent

Level I – Within ten (10) working days of the post-observation conference the administrator may request in writing a meeting with the Superintendent for the purpose of appealing his/her appraisal. The meeting must take place within five (5) working days of receipt of the written request from the administrator. The decision resulting from this meeting must be provided by the appraiser within three (3) working days of the appeal meeting.

Level II – Within ten (10) days of the decision at Level I the administrator may appeal the Level I decision to a committee composed of: (1) the Deputy Superintendent, (2) another Assistant Superintendent who did not appraise the administrator appealing, and (3) a Principal/Administrator selected by the administrator who is appealing. The Deputy Superintendent shall serve as chairperson of this committee. If the Deputy Superintendent is the administrator appealing, the Superintendent shall designate a new chairperson and another district level administrator to serve on this committee. The committee will meet within ten (10) working days of receipt of the administrator's written request for appeal of the Level II decision. The decision from the deliberation of this committee must be rendered within five (5) working days of the meeting.

Level III – Should the administrator not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources. Such appeal shall be made in writing by the administrator within ten (10) working days of the Level II decision and must

cite the rationale for the appeal. The Assistant Superintendent will review the appraisal information and all information produced at the Level II appeal and will render a judgment within five (5) working days of receipt of the administrator's appeal.

5. All District Level Administrators will be evaluated annually through use of the District Level Administrator Evaluation form. In addition, the appraiser may require use of an Administrator Professional Development Plan (PDP) **to improve performance. for inexperienced district level administrators (less than three (3) years, or a supervisor may require it for administrators who receive an evaluation rating in any administrative cluster area which is "unsatisfactory" or "pursue development".**
6. The handbook of each school includes the process the county uses to allow parents or teachers input as to their concerns about administrators. It is clear that any parent or teacher who has a concern about an administrator should put that concern in writing. The concern will then be investigated by the administrator's supervisor. If the result of the investigation warrants any disciplinary action, then that action will be taken. That action could include input into the administrator's evaluation document. Clay County district policy states that any administrator with an unsatisfactory evaluation for the year will not receive a pay increase the following year. The Superintendent is also responsible for making the final recommendation to the School Board for reappointment of all administrative staff based, partially, upon the results of the appraisal process.

(Ref. F.S. 1012.34; 1012.31) (Adopted: 01-08-81, 04-21-82, 10-14-82, Section B, Principals revised 06-12-86, 11-01-88. Section: Support Employees rev. 08-14-86, Section A, Teacher rev. 06-16-88, 07-07-88, 02-17-94, 09-15-94, 02-15-96, 10-16-97, 09-17-98) Section D: Revised 05-20-99, 06/20/06, **08/19/10**)