

**Annual Performance Evaluation
(excerpt from Kyrene Administrative Assessment Plan)**

Policy Statement

Use of the Administrative Evaluation and Growth System is limited to evaluating competency in job performance. It should not be used in such areas as insubordination, unprofessional conduct, or failure to act in accordance with other stated Governing Board Policy. In these cases, disciplinary action according to State statute and Governing Board policy will be used. It is the intent that this evaluation system be aligned with State statute and Board policy, and to the extent that it is not, State statutes or Board policy shall prevail.

State Statute

A.R.S. § 15-503. Superintendents, principals, head teachers and school psychologists; term of employment; evaluation; contract delivery; non-retention notice

- A. The governing board may:
1. Employ a superintendent or principal, or both.
 2. Appoint a head teacher.
 3. Jointly with another governing board employ a superintendent or a principal, or both.
- B. The term of employment of superintendents or principals may be for any period not exceeding three years.
- C. The governing board shall establish systems for the evaluation of the performance of principals and other school administrators and certificated school psychologists in the school district. In the development and adoption of these performance evaluation systems, the governing board shall avail itself of the advice of its administrators and certificated school psychologists. Each evaluation shall include recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance of the certificated school psychologist warrants improvement. After transmittal of an assessment, a board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in the certificated school psychologist's performance. The board designee shall provide assistance and opportunities for the certificated school psychologist to improve his performance and shall follow up with the certificated school psychologist after a reasonable period of time for the purpose of ascertaining that the certificated school psychologist is demonstrating adequate performance. The evaluation process for certificated school psychologists shall include appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

- D. On or before May 15 the governing board shall offer a contract for the next school year to each certified administrator and certificated school psychologist who is in the last year of his contract unless, on or before April 15, the governing board, a member of the board acting on behalf of the board or the superintendent of the school district gives notice to the administrator or certificated school psychologist of the board's intention not to offer a new contract. If the governing board has called for an override election for the third Tuesday in May as provided in section 15-481, the governing board shall offer a contract for the next school year to each certified administrator or certificated school psychologist who is in the last year of his contract on or before June 15 unless, no later than five days after the override election excluding Saturday, Sunday and legal holidays, the governing board, a member of the board acting on behalf of the board or the superintendent of the school district gives notice to the administrator or the certificated school psychologist of the board's intention not to offer a new contract. The administrator's or the certificated school psychologist's acceptance of the contract shall be indicated within thirty days from the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing the contract and returning it to the governing board or by making a written instrument which accepts the terms of the contract and delivering the written instrument to the governing board.
- E. Notice of the board's intention not to reemploy the administrator or certificated school psychologist shall be made by delivering the notice personally to the administrator or the certificated school psychologist or by sending the notice by certified mail, postmarked on or before the applicable deadline prescribed in subsection D of this section, and directed to the administrator or the certificated school psychologist at his place of residence as recorded in the school district records.

Procedure

Each administrator will participate in an annual performance review. (When an administrator is completing a portfolio assessment review, the annual performance review of the six standards will also be rated by their immediate supervisor.)

Annual Performance Evaluations will include the following components:

1. **Professional Growth Plan:** This is completed by each administrator by September 30 and is reviewed by the supervisor in conference with the administrator.
2. **Self assessment of the Quality Standards and Indicators:** The administrator will self assess the six standards and indicators, and share these ratings with their immediate supervisor in the evaluation conference.

3. **Supervisor Observation of Administrator's Performance:** Personal observations of administrator's performance are made throughout the year.
4. **Evaluation Conference:** An evaluation conference will be held during which the administrator and the evaluator discuss the administrator's areas of strength and areas for growth. The evaluator will review evaluation materials, provide feedback, and the administrator will have the opportunity to respond.
5. **Written Evaluation:** A written evaluation form will be completed by the supervisor within five (5) working days of the conference. All quality standards and indicators must be rated either S, NI or U. It is necessary to rate each indicator within the quality standards. Any NI or U rating will require that a Performance Improvement Plan be developed.

Each indicator (for each standard) will be rated. Annual Performance Evaluation Ratings include:

- **Satisfactory (S)** Administrator meets criteria in their current level placement. The administrator must meet all criteria to be rated Satisfactory.
- **Needs Improvement (NI)** If the administrator's performance does not meet criteria in their current level placement for one or more indicators within any Quality Standard, and there is evidence of progress or improvement, the Standard will be rated Needs Improvement. A Performance Improvement Plan (PIP) shall be developed for any Quality Standard rated NI. The PIP shall be developed in collaboration with the administrator and should be completed within fifteen (15) calendar days of the rating. A rating of NI will not result in an administrator's salary being frozen, if that administrator is otherwise eligible for step movement.
- **Unsatisfactory Performance (U)** If the administrator's performance is below standard and unsatisfactory for one or more indicators in any standard, the administrator's performance is considered to be Unsatisfactory.
The supervisor shall prepare a Performance Improvement Plan within fifteen (15) calendar days of the rating. The supervisor may seek input from the administrator in this process; however, the supervisor makes the final decision.
 - The administrator will be provided no fewer than ninety (90) calendar days to correct performance inadequacies and to demonstrate satisfactory performance.

- At the completion of the requisite time period, the administrator shall be evaluated again. If there has not been adequate improvement, the Superintendent may recommend that the Governing Board issue an Intent to Non-Renew or an Intent to Dismiss.
- The employee must demonstrate Satisfactory or Needs Improvement rating on all indicators in order to receive any salary increase. A person who receives an Unsatisfactory rating on any indicator will not receive any salary increase including stipends or other forms of alternative compensation. No opportunity will be given, at any time, to recover the loss of the annual increase.

Performance Improvement Plan

For Quality Standards/Indicators rated Needs Improvement (NI):

1. The administrator and the evaluator cooperatively develop a Performance Improvement Plan (PIP). The administrator has the responsibility for implementing the plan, accessing resources, and overcoming any inadequacies.
2. The Plan and the Review of Progress are monitored by the evaluator and the administrator.
3. The evaluator continues observations, reviews, and conferences until such time as the evaluator believes another evaluation is warranted. This evaluation could result in any of the following:
 - Ratings of Satisfactory (S). If the administrator has met required criteria, the PIP is discontinued.
 - Ratings of Needs Improvement (NI). If the administrator is making progress, but is still not meeting criteria, the PIP continues and may be revised as necessary.
 - Ratings of Unsatisfactory (U). If little or no improvement is demonstrated or if performance continues to decline, the PIP is revised to reflect changes.

For Quality Standards/Indicators rated Unsatisfactory (U):

1. The PIP shall be developed by the evaluator who may get input from the administrator and shall, at a minimum:
 - Identify each of the Quality Standards/Indicators in which the administrator is found to be Unsatisfactory with specificity as to provide the administrator with the opportunity to correct the inadequacies.
 - Identify the criteria for success for each Unsatisfactory indicator.
 - Provide a specific plan to correct the inadequacies and specify the timeline by which improvement is expected. Also indicate any required resources or activities for which the administrator will be responsible to access to assist improvement.
2. At the end of the designated period for improvement, the evaluator shall conduct another evaluation which will result in one of the following:
 - Ratings of Satisfactory (S). If the administrator has met all required criteria, the PIP is discontinued.
 - Ratings of Needs Improvement (NI). If the administrator is making progress, but is still not meeting all criteria, the PIP continues and may be revised as necessary.
 - Ratings of Unsatisfactory (U). If little or no improvement is demonstrated or if performance continues to decline on any indicator, the supervisor will recommend that the Governing Board issue an Intent to Non-renew or an Intent to Dismiss based on inadequacy of performance.