

Article IX.A.5.o. Administrator Evaluation

A. Statement of Policy

The following policy complies with Utah Code 53A-8-101 *et seq.* and 53A-10-101 *et seq.*

B. Definitions

1. "Provisional administrator" means any regularly assigned administrator working half-time or more each day who has not yet completed three continuous years of contract employment in that administrative position in the Granite School District. In addition, administrators who have an interruption in service of six years or more are Provisional Administrators for the first year following their return. Provisional administrators have no right nor expectation of continued employment.
2. "Probationary administrator" means all administrators who have been placed on probation by a member of the superintendency.
3. "Regular administrator" means all regularly assigned administrators working half-time or more each day, who have completed the provisional period described above.
4. "Acting administrator" means an educator temporarily assigned as an administrator for a specified period of time. At the end of that period of the time, the acting administrator will be invited to make application for that position along with other qualified individuals should the position be declared vacant.

C. Frequency of Evaluation

All provisional and probationary administrators must receive a formal written evaluation twice each year, the first evaluation to be completed and received by the personnel office on or before December 1, and the second on or before February 15. Regular administrators will receive formal written evaluation at least once each year.

D. Orientation of All Administrators Concerning the Evaluation Program

All administrators must receive an orientation to the evaluation process at least fifteen days prior to the first evaluation. This notice shall include the purpose of the evaluations, the method of evaluation and receipt of a copy of the evaluation instrument if an instrument is to be used. This notice will normally be given in a meeting conducted in the fall by the office of school operations. A record should be kept of those administrators in attendance, and those not in attendance must be similarly notified.

E. Evaluator

The evaluator shall be the administrator's supervisor.

F. Standards

Administrators are evaluated based on the Performance Standards for Educators (see Article IX.A.4.d.) and the directives given by his or her supervisor.

G. Notification

The evaluator shall personally inform the administrator(s) involved about the evaluation process at least 15 days prior to the first evaluation by:

1. making available to the administrator a copy of the Granite School District Policies, Rules and Regulations of the Board of Education and the Administrative Memoranda;
2. reviewing the standards and expectations, and allowing for administrator questions and concerns;
3. explaining the evaluation procedure used by the evaluator; and
4. securing the administrator's signature verifying completion of the notification requirement.

H. Documentation

Formal evaluations conducted under this policy must be reduced to writing and discussed with the administrator within 15 days after completion of the evaluation process. The evaluation, together with all related documents, must be placed in the administrator's personnel file at the District office. A copy of the written evaluation shall be given to the administrator.

I. Types of Evidence

In completing each formal evaluation, evaluators must gather three or more types of evidence related to the Performance Standards for Educators, such as:

1. self-evaluation;
2. peer evaluation;
3. a reasonable number of systematic observations; and
4. other types of evidence.

J. Administrator Response

The evaluator must advise the administrator that he/she may respond in writing to all or any part of the formal evaluation, and that the response (if any) must be attached to the evaluation.

K. Objectivity and Consistency

Evaluators should be objective and consistent in conducting evaluations under this policy.

L. Remediation of Deficiencies

Any administrator whose performance is determined to be inadequate or to need improvement must be given reasonable assistance to improve his/her performance. This definition would not include conduct which violates established standards of criminal law or morality.

1. Identified Deficiencies

The administrator will be provided with a written document which clearly identified his/her deficiencies.

2. Resources for Improvement

The administrator will also be provided with a written list of available resources for improvement and a recommended course of action which will improve the administrator's performance.

3. Responsibility for Improvement

The administrator is responsible for improving his/her performance, using the resources provided by the school District, and demonstrating acceptable levels of improvement in the designated areas of deficiency.

M. Consulting Administrator

The superintendency or designee shall assign to each provisional administrator a consulting administrator (mentor) to assist the provisional administrator in becoming informed about administration and the school system. The consulting administrator must have a least three years of administrative experience in addition to three years of educational experience, perform substantially the same duties as the provisional administrator, and may not serve as an evaluator of the provisional administrator.

N. Final Evaluation

The supervisor of an administrator whose performance has been determined inadequate or needing improvement shall complete the above required written evaluations and recommendations regarding that administrator by February 15.

1. This evaluation shall contain only data previously considered and discussed with the individual administrator.
2. The school District is not prevented from performing supplementary evaluation for good cause after the issuance of this evaluation.

O. Evaluation Review

An administrator who is not satisfied with an evaluation has 30 days after receiving the written evaluation to file with the superintendent a written request for a review of the evaluation. If a review is requested, the District superintendent or his designee shall appoint a person, not an employee of the District, who has expertise in administrator evaluation to review and make recommendations to the superintendent regarding the administrator's evaluation. This review is advisory only and is not binding upon the school District. Nothing in this section prevents the administrator and the District superintendent or his designee from agreeing to another method of review.

P. Visits, Observations, Reports Not Precluded

Nothing in this policy shall preclude a supervisor, or appointed evaluator from placing observations and reports in any administrator's personnel file and considering this materials in any evaluation. All administrators in the District are on notice that visits, observations, and work reviews may be made at any time.

Q. Employment Status

The evaluation process for provisional and probationary administrators is conducted to improve their administration during the contract term in which the evaluation is completed. The results of the evaluation do not provide the provisional administrator with any expectation of continued employment beyond the end of the current contract term.

R. Non-Renewal of Provisional Contracts

1. Career Employees

When the district intends not to renew the contract of a provisional administrator who is also a career employee with the district, the district will communicate such intent in writing to the provisional administrator at least 60 days prior to the end of the contract term. The career employee is entitled to return to a district position comparable to or laterally situated with the position held prior to assuming the provisional administrative assignment.

2. Non-Career Employees

When the district intends not to renew the contract of a provisional administrator who is not a career employee of the district, the district will communicate such intent in writing to the provisional administrator at least 60 days prior to the end of the contract term.

3. Timely Notice

In the absence of timely notice, provisional administrators will be re-employed for the succeeding contract term.

4. Informal Meeting

After receiving notice of nonrenewal, provisional administrators may request, in writing and within 14 calendar days after receiving the notice, an informal meeting with the division assistant superintendent's office.