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## ADMINISTRATION

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### Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his or her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. Such evaluation may include a section for input received from parents or guardians. If parental input is included on the evaluation, it will be derived from the annual Parent/Guardian Survey sent out. The Board shall determine the manner and weight of parental input on the evaluation if it is included.

At least twenty percent (20%) of the evaluation will be based on multiple, objective measures of growth in student achievement as determined by the Board and based upon research. The Board has selected the following as the Charter School's measure(s) of growth in student achievement for evaluating administrative staff: NWEA Map Growth Assessments and STAR Renaissance Growth Tests for both Reading and Mathematics.

The Executive Director shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Executive Director shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the Charter School. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the Executive Director and Principal involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within 7 days following the conference.

Legal Reference: I.C. § 33-513 Professional Employees  
I.C. § 33-518 Employee Personnel Files

### Policy History:

Adopted on: March 15, 2018

Revised on: October 15, 2021

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Jared Allen, Board Chair