



Book	Administrative Guideline Manual
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Revised Guideline

1530 - PROCEDURE FOR EVALUATING THE EFFECTIVENESS OF ADMINISTRATORS

Board Policy 3220 requires that the effectiveness of all certificated employees, including certificated administrators, be evaluated in writing each school year. In compliance with this mandate, AG 3220A, as well as the following procedures, will be used for administrative evaluations:

- A. (X-) A written evaluation will be provided each administrator according to a schedule determined by the Superintendent.
- B. (X) The written evaluation shall measure each administrator's effectiveness in meeting the qualification standards and performing the essential functions of the assigned position. The results of these evaluations shall be considered by the Superintendent and the Board when deciding whether to renew, to non-renew or cancel an administrator's contract.

At least thirty (30) calendar days prior to February 1st of the school year in which the administrator's contract will expire, the Superintendent or a designee shall complete a written evaluation of an administrator's effectiveness and provide a copy of the evaluation to the administrator. If the Board will consider non-renewal of the administrator's contract during the calendar year, the notice shall inform the administrator that the Board is considering a decision not to renew the administrator's contract; and the reasons for the consideration of non-renewal.

If the administrator files a request with the Superintendent for a private conference with the Superintendent not later than five (5) days after receiving the preliminary notice containing the Board's reasons for considering non-renewal, the administrator is entitled to a private conference with the Superintendent on the proposed non-renewal.

Following a private conference with the Superintendent, if the administrator files a request with the Superintendent as an agent for the Board for a private conference with the Board within five (5) days after the initial private conference with the Superintendent, the administrator is entitled to a private conference with the Board before being given written notice of refusal to renew the administrator's contract past the end of the school year on June 30. The preliminary notice from the Superintendent required under this section must include the governing body's reasons for considering non-renewal of the administrator's contract.

The evaluation of an administrator's performance may not be based wholly on the ~~ISTEP~~ State-mandated assessment program ~~test~~ scores of the students in the school(s) or program(s) administered by the administrator. However, the ~~ISTEP~~ State-mandated assessment program ~~test~~ scores of the students enrolled in the school(s) or program(s) administered by the administrator may be considered as one (1) of the factors in the evaluation of the administrator's overall performance.

Notice of the Board's decision to consider non-renewal of the Superintendent's contract or the contract of a Director of Special Education shall be given in writing in person or by registered mail before January 1 of the calendar year in which the contract will expire. If the Superintendent or Director of Special Education requests a hearing before the Board at least ten (10) days before the termination, the Board shall provide the requested hearing at an official meeting of the Board.

If the Board or its agents fail to give timely written termination notice to the Superintendent or Director of Special Education, the contract of the Superintendent or Director of Special Education shall be extended for twelve (12) months following the expiration date of the contract.

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