



Haslett Public Schools

Administrator Evaluation Timeline and Responsibilities

Evaluators				
September - June	August - October	August - February	January - April	May – June
*Observations of administrators in their leadership roles: facilitating meetings, leading professional development, presenting at BOE meetings, and interacting with colleagues, staff and community	*Formal meeting with Supervisor to discuss: - <i>Annual Goals and Objectives</i> - <i>Special Projects (including grants, awards, etc.)</i> - <i>Self-evaluation using School Advance rubrics</i>	*Mid-term meeting between supervisor and administrator (January/February) *Peer/Supervised employee feedback questionnaire and/or survey *Parent/Community survey	*Final evaluation meeting between supervisor and administrator *Artifacts: - <i>Questionnaire and/or survey results</i> - <i>Self-evaluation</i> - <i>Awards, grants etc.</i> *Goal Narrative	*Administrator submits evidence of student growth *Supervisor completes final evaluation

Evaluations are the primary tool for assessing the effectiveness and excellence of an administrator. The purpose of an evaluation is to provide a systematic, objective and comprehensive method of informing an employee of the effectiveness of their performance and their contributions to Haslett Public Schools.

An administrator will be evaluated annually. After the completion of three years of Highly Effective evaluations, the administrator will be evaluated bi-annually with the School Advance System and annually evaluated with student achievement.

An evaluation includes the following components:

- **Professional Practice (30%)**
 - School Advance rating based on scoring of key performance indicators associated with position (District Leader/Building Leader)
- **Evidence of District or Building Student Growth (40%)**
 - Improve Student Achievement results
 - Improve Teacher Performance results
 - Overall District Performance, based on school improvement targets
- **District Administrative Goals (30%)**
 - Narrative Description and Evidence of Progress toward accomplishment of annual goals