

**Wakefield-Marenisco School District
Administrator Evaluation Process**

Who:

- All Building Level and Central Office Administrators

Method:

- Self Evaluation (Target Date: September 15)
- Planning Conference with evaluator to review the Self Evaluation and collaboratively develop annual goals (Target Date: October 15)
- Completion of Professional Growth Plan (Target Date: October 30)
- Student Growth Requirement - (In years 2015-2018, 25% of the administrator's annual year-end evaluation will be based on student growth and assessment data. Beginning in 2018-2019, 40% of the administrator's annual year-end evaluation will be based on student growth and assessment data.)
- If an administrator is rated Highly Effective on three consecutive annual evaluations, evaluator may choose to conduct year-end evaluation biannually. However, all administrators will still complete a Professional Growth Plan. If an administrator is rated Ineffective on three consecutive annual evaluations, the district must dismiss the administrator.
- Summative Evaluation and End of Year Conference (Target Date: May 15)
- The portion of the annual evaluation that is not based on student growth and assessment data, shall be based on the following:
 - o the administrator's proficiency in using the evaluation tool for teachers
 - o the progress made by the school in meeting School Improvement goals
 - o attendance and disciplinary record
 - o parent and teacher feedback
 - o any other information considered pertinent by the Superintendent/Board of Education.