

PERFORMANCE APPRAISAL
EVALUATION OF CAMPUS ADMINISTRATORS

DNB
(LOCAL)

General Principles	School leaders and other professional employees shall participate in the appraisal process on an annual basis as specified by the District evaluation system established by the Superintendent and administration. The Superintendent will specify how the evaluation system will be implemented and the timeline for appraisals in the evaluation manual and DNB(REGULATION) prior to the start of each evaluation period.
Employment Decisions	When relevant to the decision, written evaluations of a professional employee's performance, as documented to date, and any other information the administration determines to be appropriate shall be considered in decisions affecting contract status.
Exception	Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract or a certified administrative performance contract at the end of the contract term.
Definition	Other professional employees are defined as: • School Leaders, <u>including</u>— principals <u>and</u>, assistant principals, and deans; • School counselors; • Nurses; • Librarians; • Magnet coordinators; • Social workers; and • Other professional employees who are not serving as a teachers of record.
School Leader Appraisal Criteria	School leader appraisals shall include, but not be limited to, the following criteria: • Student performance; • School performance; and • Teacher <u>Leader</u> effectiveness.
Performance Review of School Leaders	The following requirements shall be followed for the School Leader Appraisal System.
Training	School leaders shall complete initial or update training regarding the appraisal process and procedures annually.

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It is the school leader's responsibility to complete appraisal training annually. Failure to complete the appraisal training shall not impede the appraisal process.

~~Appraiser
Certification~~

~~School leader appraisers shall complete standardized appraiser certification training prior to conducting appraisals.~~

Missed Deadlines

In the event an appraisal deadline is missed by either the school leader or the appraiser, the appraiser shall document the reason in a memorandum to the school leader and a copy shall be sent to the school leader's supervisor. The appraisal process shall continue. A missed deadline shall not invalidate an appraisal document.

**Documentation and
Records**

Official appraisal records shall be maintained throughout a person's employment with the District as outlined in the District's Records Management Manuals.

**Application of
Assessment
Systems**

All aspects of the appraisal systems shall be applied consistently and fairly to all employees. When an employee feels that any one of these procedures has been misapplied to them, a dispute may be filed in accordance with the Dispute Resolution Process at DGBA(LOCAL). However, unless the procedure in question was maliciously misapplied, applied in bad faith, or not applied by an appraiser, such misapplication or failure to follow the procedures shall not prevent or be any impediment to the Board or the Superintendent changing any employee's employment status under the terms of the employment contracts, if applicable, and state and federal laws.

Complaints

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's Dispute Resolution Process. [See DGBA(LOCAL)]