

BUILDING PRINCIPAL EVALUATION

The Superintendent shall formally evaluate the principal annually.

The goal of the formal evaluation process is to ensure that the education program for the students is carried out, to promote growth in effective administrative leadership for the school district through staff development, to recognize noteworthy performance, to clarify the building principal's role as the board and the superintendent see it, to ascertain areas in need of improvement, and to focus the immediate priorities of the principal(s) responsibilities, and, when necessary, to provide guidelines for remediation.

The written formal evaluation shall include an assessment of the principal's performance related to the job duties and progress toward three to five mutually agreed upon goals and action plans set at the outset of the fiscal year. The principal may make comments responding to the formal evaluation.

At least once annually, the Principal will survey all school-based staff, SAU administrators, and parents to get structured feedback on his/her performance. Additionally, each February the Superintendent will seek structured feedback from the Board. The Superintendent will share general findings of the Board survey with the Principal as part of the formal evaluation conference. The Principal will share the general findings of the parent and faculty survey with the Superintendent as part of the formal evaluation conference. At the conclusion of the evaluation cycle, the Superintendent will share the general findings of the overall evaluation with the board and brief the board on the goals and expectations for each principal in the next year.

The formal evaluation conference shall include an opportunity for the principal and the superintendent to discuss the job duties, the past year's performance relative to the job duties and goals, feedback gathered from staff, parents, and the Board, and future areas of growth. The Superintendent and building principal shall sign the written evaluation, which will be placed in the principal's personnel file. The Principal may provide any supporting documentation relative to their performance in the previous year.

This policy supports and does not preclude the ongoing formal and informal evaluation of the principal's skills, abilities and competence by the Superintendent.

New principals will be evaluated at least twice in writing for each of the first three years of their employment.

Legal References

Littkey v. Winchester School District, 219 NH 626 (1987)

NH Code of Administrative Rules Section 302, Duties of Superintendents

NH Code of Administrative Rules Section 304, Duties of School Principals

Approved:

Hanover: March 18, 2009