

### **6.69.3.9 EVALUATION OF PRINCIPAL/ADMINISTRATOR PERFORMANCE:**

1.
  - A. Beginning August 1, 1994, each school district shall implement a system of principal/administrator performance evaluation which meets the requirements of this regulation.
  - B. Prior to implementing the system of principal/administrator performance evaluation, each school district shall involve all principals and supervisors of principals in the development of evaluation criteria and data collection procedures.
  - C. Each school district shall include the following competencies and indicators as part of the evaluation criteria.
    - (1) **The principal/administrator demonstrates foresight, examines issues, and takes initiatives to improve the quality of education in the community.**
      - (a) Enables staff, students, parents, and community to build a common vision.
      - (b) Articulates a vision and is able to make that vision concrete to others.
      - (c) Provides a learning environment and climate where creativity, risk taking, and experimentation are shared by all stakeholders.
      - (d) Understands, facilitates, and manages change in self, others, and the organization.
    - (2) **The principal/administrator embraces and encourages the acceptance of diversity.**
      - (a) Models respect, understanding, and appreciation for all people.
      - (b) Addresses the special needs of groups and individuals.
      - (c) Addresses the needs of multicultural, multilingual, multiracial, and economically diverse populations.
      - (d) Promotes and supports recruitment and assignment of diverse staff.
      - (e) Demonstrates sensitivity to alternative educational philosophies and methodologies.
    - (3) **The principal/administrator uses effective people skills to communicate.**
      - (a) Addresses the needs of staff, students, parents, and community.
      - (b) Facilitates communication and the use of problem solving processes to promote teamwork, consensus, and inquiry.
      - (c) Assists with the resolution of conflicts and stress.
      - (d) Implements the staff evaluation process effectively.
      - (e) Writes and speaks appropriately.
      - (f) Keeps staff and community informed of pertinent information in a timely manner.
      - (g) Utilizes appropriate listening skills.
    - (4) **The principal/administrator provides and maintains an environment where optimal student growth can take place.**

- (a) Understands and supports the goals and purposes of the organization.
- (b) Promotes learning as the primary purpose of the organization.
- (c) Collaborates and networks with community service agencies, other educational organizations and businesses, as appropriate.
- (d) Provides and maintains a safe and healthy environment that promotes positive student behavior.
- (e) Understands and encourages the application of human growth and development principles.
- (f) Assesses and evaluates program and staff effectively.

**(5) The principal/administrator demonstrates instructional leadership.**

- (a) Seeks out and provides staff with information on methodology, research, and current educational trends.
- (b) Identifies, accesses, and uses appropriate resources.
- (c) Makes reasonable decisions and accepts responsibility for those decisions.
- (d) Promotes collaboration and mutual sharing among teachers and staff.
- (e) Encourages and allows others to lead as appropriate.
- (f) Comprehends effective learning and teaching processes.

**(6) The principal/administrator demonstrates an understanding of the dynamics of the educational organization.**

- (a) Develops positive school/community relations.
- (b) Demonstrates an understanding of the politics of school governance and operations.
- (c) Informs staff, parents, and community of relevant facts to aid in reaching informed decisions.
- (d) Exhibits skills in comprehending, interpreting, and supporting positions of the organization.
- (e) Exhibits skills in lobbying, negotiating, collective bargaining, policy development, and policy maintenance.
- (f) Exhibits effective public relations skills.

**(7) The principal/administrator effectively manages the resources for which he/she is responsible including personnel, finances, facilities, programs, and time.**

- (a) Implements district policies, state standards, and federal regulations and laws.
- (b) Organizes, coordinates, and supervises staff assignments and needs.
- (c) Carries out appropriate fiscal procedures.
- (d) Utilizes and maintains facilities.
- (e) Demonstrates efficient time management by establishing schedules and reasonable timelines for completing tasks.
- (f) Utilizes available technology to meet administrative objectives.

