

REFERENCE COPY

FILE: CFB
Critical

EXPLANATION: EVALUATION OF PRINCIPALS

MSBA has created this NEW policy to assist districts in complying with the new employee evaluation requirements the State Board of Education committed to as part of the Elementary and Secondary Education Act (ESEA) flexibility waiver granted by the U.S. Department of Education and the MSIP 5 Process Standards.

The Department of Elementary and Secondary Education (DESE) has been in the process of soliciting input and revising educator evaluation recommendations since 2008. In 2012, Missouri received an ESEA flexibility waiver from the U.S. Department of Education. This waiver requires the state of Missouri to address three principles: "college- and career-ready expectations for all students; state-developed recognition, accountability and support; and supporting effective instruction and leadership." Pursuant to the waiver, every district in Missouri must have an effective evaluation process in place by the 2014–2015 school year. An effective evaluation process is one that is aligned with the Essential Principles of Effective Evaluation (Essential Principles) as defined in the Missouri Code of State Regulations.

DESE, in cooperation with education organizations, educators and others, has developed model evaluation tools for teachers, leaders and superintendents that incorporate the Essential Principles. Districts have the option of using the DESE model or creating their own evaluation forms and process as long as they are based on the Essential Principles. This policy was also revised to align with current research on effective educator evaluation and recommendations from DESE.

The details of this policy may be modified to reflect the district's chosen method for evaluating principals, but please be advised that any process the district uses must conform to the Essential Principles! The Board may need to change its current practices to conform to the new requirements.

MSBA has also created a procedure (CFB-AP) that includes principal evaluation timelines and a specific process based on DESE recommendations, but these are not required. Districts should carefully read this policy and the procedure and make modifications to reflect the district's chosen method for evaluating principals.

The new terminology of the model evaluation system can be a bit confusing. The applicable principles and standards use the term "leader," but the document itself is titled "Principal Evaluation." MSBA contacted DESE and was told that the process outlined in the Principal Evaluation model would be appropriate for evaluating others in a leadership role, even though the terminology is specific to building-level administrators. MSBA has drafted this policy to

FILE: CFB
Critical

REFERENCE COPY

apply to principals and assistant principals. The district may choose to expand the scope of this policy to apply to other administrators.

A copy of the DESE model Principal Evaluation, including the recommended process and leader standards, is available at:

<http://www.dese.mo.gov/eq/PrincipalEvaluation.htm>.

The Essential Principles are explained at:

<http://www.dese.mo.gov/eq/essprinoverview.htm>.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

EVALUATION OF PRINCIPALS

The superintendent or designee will annually evaluate the performance of principals in the district using an evaluation instrument incorporating the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education. The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of principals in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment and compensation decisions, but may not be the only factor. The term "principal" also includes assistant principals.

The superintendent or designee may use the evaluation process described in this policy for the evaluation of other administrators, if appropriate.

Evaluation Standards

The Board will measure performance based on the Missouri Leader Standards. These standards emphasize the leader as a competent manager and instructional leader who continuously acquires new knowledge and skills and is constantly seeking to improve his or her leadership practice to provide for high academic achievement for all students. In accordance with these standards, the principal demonstrates the knowledge and ability to ensure the success of all students by:

1. Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
2. Promoting a positive school culture and an effective instructional program, applying best practices to student learning and designing comprehensive professional growth plans for staff.
3. Managing the organizational structure, personnel and resources in a way that promotes a safe, efficient and effective learning environment.
4. Collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity and in an ethical manner.
6. Remaining current on best practices in education administration and school-related areas as evidenced by his or her plan for professional development each year.

FILE: CFB
Critical

REFERENCE COPY

Evaluation Process

The superintendent will create a procedure for implementing the principal evaluation process.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: **FIELD**(AdoptDate)

Revised:

Cross Refs: GBL, Personnel Records

Legal Refs: §§ 168.201, .410, RSMo.
 5 C.S.R. 20 - 400.375

FIELD(DistrictLocationLine)