

NAME _____
Last Name First Name Employee ID # Contract Type

ASSIGNMENT _____ **SCHOOL** _____ **SCHOOL YEAR** _____

THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY
Principal/Administrative Evaluation

Statement of Philosophy

The Boise Independent School District is committed to an evaluation system for Principals that accomplishes two purposes. First, the evaluation system is developed to assess performance of school management based on the District Strategic Plan. Second, the evaluation system provides an opportunity for principals to reflect on their practice and focus on areas of strength – as well as areas for improvement.

Procedures

Principals will demonstrate proficiency in nine areas: 1) Quality Teaching and Learning; 2) Educational Opportunity; 3) Hiring, Training, and Retaining; 4) Communication; 5) Environmental Safety; 6) Allocation of Resources; 7) Management and Organizational Resources; 8) Professional Portfolio; and 9) Growth in Student Achievement effective 2012/2013. Principals will select one of three portfolio models for the construction of their portfolio. The portfolio model embodies elements that will lead toward collaborative goal setting, peer and supervisory support, reflective dialogue and writing, formative assessment, and a culminating summative presentation of the portfolio.

STRATEGIC PLAN GOALS and OBJECTIVES

Quality Teaching and Learning:

Delivers an exceptional aligned K-12 curriculum which prepares students for success in the work environment, college and university studies, and citizenship in the 21st century:

- ensures that curriculum being taught is aligned with BSD standards
- maintains effective delivery of curriculum; promotes and articulates the BIM to staff
- monitors, assists and evaluates effective instruction and assessment practices
- leads in the development, implementation and evaluations of a data-driven plan for increasing student achievement
- creates a culture of high expectations that promotes the ongoing improvement of learning and teaching for students and staff
- understands and articulates to staff the District's Professional learning Communities goals and objectives

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Educational Opportunities:

Provides all students opportunities to access District programs and have success in those programs:

- promotes student access to a variety of school and District programs
- monitors success of students in various programs; makes data driven adjustments as needed
- ensures special student populations needs are being met
- builds ownership, support and implements AVID in secondary schools or Pathways to Success in elementary schools
- implements appropriate interventions to ensure success across demographic groups
- is able to demonstrate that students have made growth or met grade level standards

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Hiring, Training, and Retaining of Teachers:

Hires well-trained, professional employees and provides resources and professional development to ensure instructional excellence:

- recruits and hires effective staff who share the school’s and the District’s mission
- implements a comprehensive, coordinated professional development plan aligned with school and District goals and the district’s strategic plan
- promotes reflection and analysis of data to identify professional development need and enhance instructional excellence
- builds capacity for positive change with staff members
- demonstrates a working knowledge of federal, state and District rules and regulations related to hiring, retaining or disciplining staff

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Communication:

Communicates with and engages District stakeholders:

- maintains consistent and effective communication with District stakeholders
- develops and communicates clear administrative procedures to implement School Board policy
- gathers information from stakeholders to increase effectiveness and improve student performance
- sets and communicates school wide goals and objectives based on the District’s strategic plan

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Environmental Safety:

Provides safe, respectful and supportive school environment for students, staff, volunteers, and patrons, based on District values:

- develops and implements school-wide discipline and behavior policies
- provides support services to ensure safety of students, staff, volunteers and patrons
- promotes healthy social, physical and emotional predispositions, and ensures that the school remain free of drugs and weapons
- promotes a respectful workplace for staff and students

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Resources:

Sets priorities, determines appropriate timelines, and allocates resources based on the strategic plan and school needs

- consistently and effectively manages the school's budget to support the strategic plan
- allocates resources equitably
- utilizes school and district resources to enhance student learning and staff performance

Does not Meet Expectations

Developing

Proficient

Additional Comments:

Management and Organizational Leadership:

Ensures effective management of school programs, resources, committees and staff in a manner that is consistent with District policies and procedure:

- demonstrates good judgment and effective decision-making
- successfully supervises and leads school departments, teams, committees
- uses effective conflict management practices
- manages resistance, low expectations, and apprehension of change
- manages bureaucratic, contractual and legal issues efficiently and effectively; follows district procedures and School Board policies
- recommends to administration budgetary, program, staff and other changes that will enhances District programs and policies

Does not Meet Expectations Developing Proficient

Additional Comments:

Professional Portfolio:

Developed and presented a professional portfolio (Wise Tool) that highlights school leadership.

Does not Meet Expectations Developing Proficient

Additional Comments:

Summary Comments:

Proficient

Non-Proficient

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____
(Signature does not necessarily constitute agreement with its contents, but indicates that the evaluation has been shared with the employee.)