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 his/her team. 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, and shall follow the local appraisal calendar adopted by the Board. The appraisal process shall be governed by the guidelines specified in this policy, respective regulations, and appraisal manuals. [See also DN]

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 — principals, 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 effectiveness.

In addition to state and federal requirements, principal performance evaluations shall be aligned to rigorous standards established by the Board of Education to include, but not be limited to, evaluation of performance based on the percentage of students enrolled in Advanced Placement (AP), International Baccalaureate (IB), and
college readiness transfer courses that are tested and evaluate student performance.

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.

Appraiser Certification

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

Observations

Each school leader shall receive at least two formal observations conducted by his or her certified appraiser annually.

The appraiser shall provide the employee with specific, written feedback within ten working days from the date of the observation. Post-observation conferences may also be conducted at the request of either the appraiser or the school leader.

Conferences

School leaders shall meet with their respective appraiser at least twice during the appraisal period and receive written feedback regarding goal achievement. The formative and summative conferences shall be held to:

- Review campus scorecard performance data, set goals that define expectations, and set priorities; and
- Discuss performance progress toward goal achievement, make adjustments to goals, and plan prescriptive professional development.

Additional conferences may be held at the request of the school leader or appraiser.

Performance Review Of Other Professionals

Performance evaluations for professional employees other than school leaders and teachers shall be conducted annually through the District's locally adopted appraisal system for such employees as specified in DN(LOCAL).

Assistance

An appraiser may place an employee on a Prescriptive Plan for Assistance (PPA) at any time when performance or behavior becomes a concern as evidenced by observations, work products, or behavior aligned to the appraisal expectations.

The PPA shall outline the areas for improvement identified by the appraiser, and specific developmental activities within the employee's plan shall be monitored.
**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.

**Third-Party Input**

The appraiser shall verify and document any third-party information that the appraiser and/or employee want to use as cumulative data. Any documentation that will influence the employee’s annual appraisal ratings must be shared in writing with the employee within ten working days of the appraiser’s knowledge of the occurrence. A parent or legal guardian must sign if the initiating party is under 18 years of age.

**Employee Response**

An employee may submit a written response or rebuttal to his or her appraiser within ten working days of receipt of a written document. The appraiser will attach the employee’s written response to the appraisal document.

**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 him or her, 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)]

**Effective Date**

This policy shall be effective as of the adoption date, June 13, 2014.