

PERFORMANCE APPRAISAL:
EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

DNB
(EXHIBIT)

PROCEDURES FOR APPRAISAL OF ADMINISTRATORS
RECOMMENDED BY THE COMMISSIONER OF EDUCATION

Note: The following procedures, which are recommended but not required by the commissioner, may be used in whole or in part.

The District shall establish an annual calendar providing for the following activities, in which both the administrator and the appraiser shall participate:

1. Procedures for setting goals that define expectations and set priorities for the administrator being appraised.
2. Formative conference.
3. Summative conference.

Appropriate administrators shall be involved in developing, selecting, or revising the appraisal instrument and process.

Before conducting appraisals, an appraiser shall provide evidence of training in appropriate personnel evaluation skills related to the locally established criteria and process.

19 TAC 150.1022(a)-(c)

The domains and descriptors used to evaluate administrators may include the following:

1. Instructional management.
2. School or organization morale.
3. School or organization improvement.
4. Personnel management.
5. Management of administrative, fiscal, and facilities functions.
6. Student management.
7. School or community relations.
8. Professional growth and development.
9. Academic excellence indicators and campus performance objectives.
10. For Principals, student performance. Districts using the commissioner-recommended student performance domain for principals shall meet the following requirements:
 - a. Principals and their appraisers whose districts adopt the commissioner-recommended student performance domain shall satisfactorily complete appraiser training with a trainer and curriculum approved by the commissioner. Periodic retraining shall be required.
 - b. The commissioner-recommended student performance domain shall be implemented in accordance with procedures approved by the commissioner.
 - c. The results on the commissioner-recommended student performance domain shall be incorporated into the local appraisal instrument.

PERFORMANCE APPRAISAL:
EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

DNB
(EXHIBIT)

- d. The results on the commissioner-recommended student performance domain shall be a primary consideration in identifying a principal in need of assistance. An intervention plan shall be required for a principal whose results on this domain fall below the commissioner's established standards.
- e. For a principal new to the campus or for a new campus, the results from the commissioner-recommended student performance domain shall be on a "report only" basis during the first year. Dropout and attendance data for the principal shall be on a "report only" basis for the first two years.

In developing appraisal instruments, the District shall use the local job description, as applicable.

The District may implement a process for collecting staff input for evaluating administrators or for developing plans for professional growth for administrators. If such process is implemented for use in the administrator's evaluation, staff input shall not be anonymous.

19 TAC 150.1021, 150.1022(d)-(g)