

Northville Public Schools

Administrator Evaluation System Overview

The procedures and protocols developed for Administrator Evaluation were designed to comply with the changes in law that became effective on July 19, 2011, including the Revised Michigan School Code. It is the expectation of the Board and Superintendent to implement and administer this process for annually evaluating administrative staff.

The law requires annual evaluations for administrators. It is understood that this process shall be under review and subject to improvement and revisions deemed necessary in the years ahead. It is also recognized that a statewide evaluation tool may be mandated for 2012-13 or 2013-14 school year for districts not seeking exemption prior to November 1, 2011 pending the outcome of the Governor's Council. The District remains committed to consulting with the Northville Association of School Administrators, and other District administrators seeking their input and dialogue, prior to finalizing any future changes or additions to the process or documents.

1. Setting the Purpose of Evaluation

Purpose and function of the NPS Annual Administrator Evaluation System:

The annual evaluation system exists to serve purposes including but not limited to the following:

- 1. Ensure that all Northville students have access to high quality schools, motivated instructors and administrators who continuously engage students and ensure high levels of learning.*
- 2. Provide guidance and continuous improvement feedback to administrators as they develop their instructional leadership, management practices and professional skills.*
- 3. Engage individual administrators and teams of administrators in ongoing collaborative dialogue with fellow administrators regarding effective practices and relevant sources of data.*
- 4. Provide a fair and transparent process, as required, for identifying, guiding and assisting administrators in their professional development.*

2. The Evaluation Design

- 6 Domains
 - Domain I – EDUCATIONAL LEADERSHP
 - Domain II – PERSONNEL SUPERVISION AND EVALUATION
 - Domain III- COMMUNICATIONS, RAPPOROT AND PROFESSIONALISM
 - Domain IV- ADMINISTRATIVE DUTIES
 - Domain V- CONTRIBUTIONS TO ATTAINMENT OF DISTRICT, DEPARTMENT AND BUILDING GOALS
 - Domain VI-INDIVIDUALIZED GOAL SETTING

3. Who May Evaluate?

The Superintendent is evaluated annually by the Board of Education. All other administrators are evaluated by the Superintendent with input provided as deemed necessary from Central Office administrators.

4. Required Forms and Documentation

The Superintendent will work with each administrator to establish their annual goal as part of evaluation form and process, discuss building-level school improvement initiatives, relevant data and district level goals.

5. Plans of Improvement

Any administrator, with the exception of the Superintendent who is evaluated by the Board of Education, whose work is deemed to be less than effective will be placed on a plan of improvement. The administrator will have input into any such plan, but the final determination of the plan rests with the Superintendent. No administrator found to be less than effective for three consecutive evaluations will be retained.

10. Rating Scale

In accordance with the law, the rating scale shall be:

- highly effective
- effective
- minimally effective
- ineffective

Each Domain shall be rated individually and one overall rating will be determined by the Superintendent. Any rating of less than effective will necessitate a plan of improvement. Any Domain that is rated less than effective may result in a less than effective rating overall.

11. Student Growth Data

The administrator will bear a significant portion of the responsibility in collaborating with the Superintendent on preparation, monitoring and presentation of student achievement / growth data, and the evidence to support progress toward the accomplishment of respective building / district goals. The administrator and Superintendent will mutually share in responsibility of preparing such data for consideration and discussion as part of the evaluation process.

12. Goal Setting

Every administrator subject to the annual requirement and tool will develop a specific, needs based goal subject to Superintendent approval. Progress to attaining that goal will be the basis for Domain VI. Strategies will be set forth that detail the work necessary in order for the goal to be realized. It is the eventual intent that the administrator's goal for the next school year be finalized and approved prior to the start of the school year, when possible.

13. Merit Based Compensation

MERIT BASED COMPENSATION (administrators):

In order to be considered for Merit Based Compensation, as described below, the Superintendent must confirm that administrator meets all five of the following qualifiers:

Evaluator is to check each that applies:

- Rated effective or higher in every category and in at least four categories rated highly effective
- Demonstrated record of significant engagement in professional development and staff collaboration and integration of the same in instructional services to staff and/or students.
- Attendance: 3 or fewer non-work related absences during the year (excluding FMLA absences or absences for confirmed attendance of religious holidays)
- Demonstrated record of exceptional performance with significant contributions made toward district goals and participation in district functions beyond the school day.
- Consistently high levels of student growth and achievement

The District will make an annual determination of a budget line item to be designated for Merit Based Compensation stipends for teachers and administrators. For those administrators who meet all 5 qualifiers as determined by the Superintendent, a merit stipend will be awarded. The budgeted merit based compensation line item for that year shall be equally divided and dispersed to qualifying teachers and administrators in the form of stipends. No individual Merit stipend will exceed an amount of \$2500. Any Merit Based Compensation stipend does not add to an employee's annual compensation base, or automatically renew.
