

*Irvine Unified School District*

## *Administrator Appraisal Process*

### *Overview*

An essential component of continued professional growth and improvement is participation in a collegial appraisal process which provides the opportunity for reflection. Toward that end, the IUSD administrative team engages in an appraisal process that allows team members, as educational leaders, to set high priority goals and to be reflective about professional contributions.

Effective administrative appraisal must be specific to the professional's role and responsibilities. As a process, appraisal is an opportunity to identify priorities, highlight successes, discuss areas of concern, and examine possible obstacles. A valuable part of the process is the opportunity for personal reflection and growth that emerge from professional conversations.

Two documents are used to capture progress towards goals and a written summary of achievements.

- **The Goal Setting & Summary of Accomplishments Table** is used as a planning and progress monitoring tool, is completed by the administrator being evaluated, and may serve as the final evaluation document.
- **The Certificated Administrator Evaluation Form** is used for a final written evaluation for site-based certificated administrators, while the **Certificated Administrator Evaluation-District Office Form** is used for those not at school sites (district office, etc.)

Both forms are posted on the Intranet under Human Resources for your use:

<http://intranet.iusd.org/forms/#humanresources>.

To engage in informed dialogue throughout the year, three phases in the appraisal process have been established.

## ***I. The Goal-Setting Conference (September-November)***

The administrator being evaluated sets goals and outlines an action plan on the Goal-setting and Summary of Accomplishments form in advance of a goal-setting conference.

In preparation for the initial goal-setting conference, administrators are encouraged to reflect on the areas listed below:

### **A. California Professional Standards for Education Leaders**

[California Professional Standards for Education Leaders \(CPSEL\)](#)

### **B. Mission/Purpose.** The administrator's school's/department's vision for the school year.

### **C. Priorities and Goals.** Using the first and second columns of the Goal Setting and Summary of Accomplishments form, the administrator will select three goals, including Action Plans, that will have the greatest impact on improving learning for all students. (Reference Strategic Plan and Organizational Values, and Continuous Improvement Efforts).

[Strategic Initiatives](#)

[Continuous Improvement Efforts](#)

### **D. Support.** Support needed from the Superintendent, Human Resources, Business Office, or Education Services to achieve your school's/department's goals.

## ***II. Mid-Year Walk/Talk (January-February)***

Use the **Goal Setting and Summary of Accomplishment Table** to reflect upon progress towards goals. Time should be structured to include discussion of evidence of progress on goals. Topics may include:

- Concerns, successes, needs
- Assessments of progress
- Insights, ideas, suggestions
- Lessons learned
- Next steps

### *III. End of the Year Conference and Written Summary (May-June)*

Administrators complete the remaining sections of the Goals Setting and Summary of Accomplishments form including:

- Evidence of Accomplishments and Successes
- Reflective Statement/Lessons Learned/Next Steps

This form shall be submitted to the administrator's direct supervisor for review and signature by May 31, and may serve as the evaluation document for the year with an evaluator's additional comments. In addition, the evaluator may provide a written evaluation on one of two formal evaluation forms: **Certificated Administrator Evaluation** or **Certificated Administrator Evaluation-District Office**. Note: for first year administrators, one of the formal evaluation forms shall be used for the final evaluation.

A written copy of a completed evaluation form shall be provided by the evaluator to the administrator by June 30 . A conference shall be held by July 31.