

2nd READING! 303.6 ADMINISTRATOR EVALUATION

The Superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, assess administrator competence in the Iowa Standards for School Leaders, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

The superintendent is responsible for designing an administrator evaluation instrument to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- ~~Facilitating the development, articulation, implementation, Mission, Vision and stewardship of Core Values:~~ Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of learning that is shared and supported by the each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- ~~Advocating, nurturing~~ Professional Capacity of School Personnel: Develop the professional capacity and ~~sustaining a practice of school culture~~ personnel to promote each student's academic success and ~~instructional program conducive to student learning~~ well-being.
- Professional community for Teachers and Staff ~~professional development~~: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- ~~Ensuring management~~ of Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- Operations and Management: Manage school operations and resources ~~for a safe, efficient and effective learning environment~~ to promote each student's academic success and well-being.
- ~~Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.~~
- ~~Acting with integrity, fairness and in an ethical manner.~~
- ~~Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.~~
- School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and ~~non-probationary~~ nonprobationary administrators prior to May 15.

~~This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.~~

NOTE: The Iowa Board of Education previously adopted the new Iowa Standards for School Leaders which will take effect on July 1, 2021. Districts are required to use these new standards in conducting evaluations of school administrators.

Legal Reference: Iowa Code §§ 279.8, .21-.23A;
281 I.A.C. 12.3(3); ch 83.

Cross Reference: 303 Administrative Employees

Approved 6/12/95

Reviewed 3/11/19

Revised 6/12/95

2nd READING! 303.7 ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved xx/xx/xx

Reviewed xx/xx/xx

Revised xx/xx/xx

2nd READING! 303.8 ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

~~It shall be~~ is the responsibility of the administrators to become involved in school district community activities and events. ~~The board may include a payment for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It shall be~~ It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School district can only expend funds for public purposes. School districts that pay the annual fees or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Legal Reference: Iowa Code § 279.8

Cross Reference: 302.7 Superintendent Civic Activities

Approved 6/12/95

Reviewed 3/11/19

Revised 6/12/95

2nd READING! 303.9 ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21.

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved xx/xx/xx

Reviewed xx/xx/xx

Revised xx/xx/xx

711.10 SCHOOL BUS PASSENGER RESTRAINTS

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

Note: All Iowa school districts utilizing school buses must have a policy in place on this topic. This policy applies even to districts who contract out their bussing services with a third party.

Legal Reference: 281 I.A.C. 43.10(6)
Cross Reference: 711.7 School Bus Safety Instruction

Approved xx/xx/xx

Reviewed xx/xx/xx

Revised xx/xx/xx