Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
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District Policy 1430

Administrative/Supervisory Performance Management and Probation

Performance Management Washington County School District - Adopted 9/98 (Evaluation of Personnel); Revised 3-9-04, 5-11-10; Revised 3-7-17

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1. Purpose:

The purpose of this policy is to promote and affirm the District's expectation for professional leadership. Administrators must have the ability and skills necessary to perform their designated tasks in a high-performing manner. They must be active and contributing members of their school, program or department and effective in communicating and collaborating with their respective communities. Administrators, on occasion or regularly, must effectively disseminate leadership responsibilities among other administrators, professionals, teachers, and staff members. Competent administrators are expected to be skilled at choosing appropriate decision-making methods and at making certain that their colleagues have the knowledge necessary to effectively perform assignments. Administrators must successfully locate and use current research and other information to implement and make sound administrative decisions. Administrators must hold others accountable for their responsibility and at the same time create safe and collaborative environments in order to share best practices. Effective administrators must organize their own professional lives, time, and priorities to support organizational and/or instructional improvement.

2. Policy:

All supervisory or administrative employees are subject to evaluation for compliance with performance expectations. Further, all Career or Provisional tenure employees are required to serve a minimum one-year supervisory probationary period upon initial appointment to a supervisory and/or administrative position.

Temporary employees, to include all administrative and supervisory employees within their first year of employment, serve at the sole discretion of the Washington County School District and as such their employment may change or conclude at any time. Administrative and supervisory Temporary Employees are subject to the same evaluation process and the same expectation for compliance with the

expectations set forth in this policy and directives of administration, except temporary employees have no right of assignment or expectation of continued employment should they be unsuccessful in their supervisory or administrative responsibility.

3. Definitions

3.1. Consolidated School Improvement Plan (CSIP) means the primary tool used to determine student learning and proficiency indicators and other educator effectiveness components for which the school or district administrator has responsibility.

3.1.1. Specific elements of each district or school's CSIP will be used to measure student learning growth and proficiency.

3.1.2. Bi-yearly administrative collaborative visits utilize the CSIP to monitor and provide feedback relative to student learning, stakeholder input and educator effectiveness.

3.2. Professional Growth Plan (PGP) means a professional learning plan based on individual needs and the needs of learners, schools, and educational communities for which the school or district administrator has responsibility.

4. Procedure - Administrators and Supervisors:

4.1. The Board of Education shall evaluate the superintendent and business administrator on an annual basis.

4.2. District Office administrators

4.2.1. District Office administrators and supervisors shall submit annual goals to the superintendent or immediate supervisor at the beginning of each school year and participate in the development of a team professional growth plan. Goals shall be subject to the approval of the superintendent or immediate supervisor.

4.2.2. Feedback from community members, other administrators, teachers, and/or staff shall be encouraged on a continual basis. This information will be considered in the development and evaluation of annual and ongoing goals.

4.2.3. The administrator and superintendent or immediate supervisor shall meet to review the feedback and progress on annual goals in part through the review of the Consolidated School Improvement Plan (CSIP).

4.2.4. The superintendent shall evaluate District Office administrators at least once a year and provide an annual rating.

4.3. Principals.

4.3.1. Principals shall develop a Professional Growth Plan (PGP) and review at the beginning of each school year. PGP shall be subject to the approval of the superintendent or the assistant superintendent assigned supervisory authority.

4.3.2. The superintendent or appropriate assistant superintendent shall meet with individual principals to review progress on their PGP on yearly basis in part through the review of their Consolidated School Improvement Plan (CSIP).

4.3.3. The superintendent or appropriate superintendent shall evaluate principals at least once a year and provide an annual rating.

4.3.4. Feedback for principals from parents, other administrators, teachers, and staff shall be encouraged on a continual basis. This information will be considered in the development and evaluation of annual and ongoing goals.

4.4 Assistant Principals

4.4.1. Assistant principals shall participate in the development of the PGP with the principal at the beginning of the school year. PGPs shall be subject to the approval of the principal assigned supervisory authority.

4.4.2. The principal shall meet with the assistant principal to review progress on PGP on an annual basis in part through the review of the Consolidated School Improvement Plan (CSIP).

4.4.3. The principal shall evaluate assistant principals at least once a year and provide an annual rating.

4.4.4. Feedback for assistant principals from community members, other administrators, teachers, and staff shall be encouraged on a continual basis. This information will be considered in the development and evaluation of professional growth plan.

4.5. An administrator or supervisor who has successfully completed a probationary period as described in paragraph 3.6 below or who is assigned to a position of higher supervisory authority, whose performance is subsequently determined to be inadequate, substandard, and/or unsatisfactory on the basis of the evaluation process shall be subject to the provisions of District Policy 1450 and provided with written notification that:

4.5.1. Identifies the area(s) of performance that are considered inadequate, substandard, and/or unsatisfactory,

4.5.2. Describes the expected performance in the identified area(s),

4.5.3. Lists potential resources that may assist the educator in making the necessary changes that will meet the expected performance standard,

4.5.4. Provides any recommendations that may assist the administrator in improving performance in the identified area(s), and

4.5.5. Specifies when the administrator is expected to meet the performance standard(s).

4.5.6. The administrator or supervisor may request reasonable assistance to improve his/her performance. If the expected performance conditions specified in the written statement to the administrator are not accomplished the administrator or supervisor may be subject to disciplinary measures, termination, removal from supervisory status, and/or non-renewal of contract as described in District policy.

4.6. Administrative/Supervisory Probationary Period: Administrators (District Office administrators, principals, assistant principals, department administrators, supervisors, or managers) who are assigned or promoted to their first administrative or supervisory position shall serve a mandatory administrative probationary period for the first two years of their assignment. Additionally, unless the first administrative/supervisory position was at the level of "principal" a second probationary period will be required for advancement to the position of "principal."

4.6.1. All employees assigned to their first administrative or supervisory position or to a subsequent "principal" position within the Washington County School District must successfully serve a probationary period before the assignment becomes final. It applies regardless of prior administrative or supervisory experience in another district. The probationary period may be extended for any reason as deemed appropriate or necessary by the Assistant Superintendent (elementary or secondary as appropriate).

4.6.2. As a condition of the administrative or supervisory assignment career or provisional employees will be notified of the provisions for a probationary period, the fact that the assignment is not final until the applicant successfully completes the probationary period, and if unsuccessful, the right to return to a non-administrative or non-supervisory position of no lower grade and the current pay rate represented by the grade of the non-supervisory position held just prior to the administrative or supervisory assignment.

4.6.3. Second level administrators or managers are responsible to provide guidance, training, and monitor performance. A minimum of two evaluations shall be conducted during the probationary period. When such feedback is relevant and reasonable to performance evaluation, feedback shall be obtained from community members, parents, other administrators, teachers, or staff members and considered in the evaluation process.

4.6.4. The human resource director must be notified as soon as it becomes clear that the employee is not performing to standard. If the administrator was selected from a District non-supervisory position and does not satisfactorily complete the probation, he/she has a right to be returned to a non-administrative or non-supervisory position of no lower grade and pay than the previous non-supervisory position held. Temporary employees have no right to an alternative assignment.

4.6.5. An employee who fails to satisfactorily complete the probation requirement has no right to appeal the decision and is not entitled to due process as described in District Policy 1450 and UCA § 53G-11-513.

4.7. Compensation of school and district administrators:

Increases in a school or district administrator's salary shall be awarded based on results of the school or district administrator's most recent evaluation as defined by Section 35A-8a-702.

Form 143A- Notice of Administrative Supervisory Probationary Period

Form 143B - Notice of Supervisory Probationary Period (Classified)