

EVALUATION OF ADMINISTRATIVE STAFF

The purpose of the evaluation shall be to determine whether or not, in the opinion of the Superintendent, the work performance of each administrator being evaluated is Outstanding, Satisfactory, Emerging or Unsatisfactory, and to encourage professional growth.

Administrative personnel directly responsible to the Superintendent of Schools shall be evaluated by him/her on an annual basis.

Administrative personnel directly responsible to administrators other than the Superintendent shall be evaluated on an annual basis by the person(s) to whom they are directly responsible. The Superintendent will review these evaluations with the evaluating administrator and if appropriate, the administrator who is being evaluated.

The evaluation instrument for all administrative personnel in the collective bargaining unit will be developed by the Superintendent and the Administrators' Association as stipulated by the collective bargaining agreement. The evaluation instruments for administrators not covered under the collective bargaining agreement will be jointly developed by the Superintendent and administrator, and will be approved by the Board of Education.

The Superintendent shall submit a written evaluation for each administrator to the Board by September 1st.

The performance of non-tenured, probationary administrators will be evaluated to determine if their probationary appointments are to be continued.

The work of tenured administrators will be evaluated to identify those areas of strengths and weaknesses that, upon review and discussion, are likely to result in improved performance.

Each administrator being evaluated shall have an opportunity to review the written evaluation and may submit a written response to the Superintendent, which will be attached to the evaluation prior to its being presented to the Board.

The purpose of the evaluation shall be to determine whether or not, in the opinion of the Superintendent, the work performance of each administrator being evaluated is Outstanding, Satisfactory, Emerging or Unsatisfactory, and to encourage professional growth.

Ichabod Crane Central School District
Valatie, New York 12184

CO-72

(Appraisal Form)

School Year: 20__ - 20__

School Business Administrator

At a meeting held on _____, 20__, the Business Administrator and the Superintendent of Schools agreed to the following goals for the 20__ - 20__ school year.

- 1. _____

- 2. _____

- 3. _____

Supervisor's signature/Date

Business Administrator's signature/Date

Ichabod Crane Central School District
Valatie, New York 12184

(Mid-year feed back form)

School Year: 20__-20__

School Business Administrator

On ____ 20__, the supervisor and administrator met to review the agreed upon goals and the progress made towards them and agreed to the following:

- The Goals and Objectives remain appropriate; the administrator is making satisfactory progress towards completion.**
- The Goals and Objectives remain appropriate; the administrator has not made satisfactory progress towards completion.**
- The goals were changed as listed below.**

1. _____

2. _____

3. _____

Supervisor's signature/Date

Business Administrator's Signature/Date

Ichabod Crane Central School District
Valatie, New York 12184

(Appraisal Form)

School Year: 20__-20__

School Business Administrator

The following is the Superintendent's assessment of the extent of accomplishment by the School Business Administrator on the agreed upon goals:

- 1. _____

- 2. _____

- 3. _____

Ichabod Crane Central School District
Valatie, New York 12184

EVALUATION OF THE BUSINESS ADMINISTRATOR

School Year: _____ - _____

The Superintendent will evaluate the Business Administrator based upon the following criteria:

- General executive duties and responsibilities
- Administration of the district's fiscal program
- Supervision and evaluation of district staff
- Administration and coordination the management of the Facilities, Transportation and School Lunch Program
- Progress made in relation to annual goals and objectives

The components that further define and describe the aforementioned criteria are attached hereto.

In accordance with the Annual Professional Performance Review Procedures for the Business Administrator, the Superintendent of Schools agrees that:

- The performance of the Business Administrator meets the expectations of the Superintendent with respect to the aforementioned components.

Additional Comments:

(Additional pages attached as necessary)

- The following specific performance areas enumerated in the attached definition and description of the criteria require strengthening:

(Additional pages attached as necessary)

Superintendent of Schools

Review and receipt acknowledged by Business Administrator: _____
(Signature)

School Business Administrator

General Executive Duties

- Interpret and execute the intent of board policy
- Make recommendations to the superintendent on items requiring board action based on thorough study and analysis
- Provide assistance to the superintendent on the planning of board agenda items and meetings
- Keep the superintendent and board informed on issues, needs and operation of the district
- Support board policy and actions to the public and staff
- Administer the district's day to day business operations, transportation program, and facilities and operations and school lunch program.

Supervise and Evaluate District Staff

- Recruit and assign the best available personnel in terms of their competencies
- Develop and execute sound personnel procedures and practices
- Treat all personnel fairly, without favoritism or discrimination, while insisting on performance of duties
- Evaluate performance of staff members, giving commendation for good work as well as constructive suggestions for improvement
- Inspire others to want to do their best
- Uses effective communication skills
- Organizes the office duties, procedures in an efficiently

Administer and Coordinate the Management and Business Operation of the District

- Implement a budget calendar and budget plan in consultation with the Superintendent of Schools and as communicated by the Board of Education.
- Delegate authority to the personnel and other management staff appropriate to the position each holds
- Plan for the efficient and effective use of district resources
- Maintains sound business practices and
- Communicates procedures and polices to district employees

Ichabod Crane Central School District
Valatie, New York 12184

CO-71

(Appraisal Form)

School Year: 20__ - 20__

Assistant Superintendent for Instruction

At a meeting held on _____, 20__, the Assistant Superintendent and the Superintendent of Schools agreed to the following goals for the 20__ - 20__ school year.

- 1. _____

- 2. _____

- 3. _____

Supervisor's signature/Date

Assistant Superintendent's signature/Date

Ichabod Crane Central School District
Valatie, New York 12184

(Mid-year feed back form)

School Year: 20__-20__

Assistant Superintendent for Instruction

On ____ 20__, the supervisor and administrator met to review the agreed upon goals and the progress made towards them and agreed to the following:

- The Goals and Objectives remain appropriate; the administrator is making satisfactory progress towards completion.**
- The Goals and Objectives remain appropriate; the administrator has not made satisfactory progress towards completion.**
- The goals were changed as listed below.**

1. _____

2. _____

3. _____

Supervisor's signature/Date

Assistant Superintendent's Signature/Date

Ichabod Crane Central School District
Valatie, New York 12184

(Appraisal Form)

School Year: 20__-20__

Assistant Superintendent for Instruction

The following is the Superintendent's assessment of the extent of accomplishment by the Assistant Superintendent for Instruction on the agreed upon goals:

1. _____

2. _____

3. _____

Ichabod Crane Central School District
Valatie, New York 12184

EVALUATION OF THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION

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The Superintendent will evaluate the Assistant Superintendent based upon the following criteria:

- General executive duties and responsibilities
- Oversight of the District's IT program and program for Students with Disabilities
- Development of Instructional Leadership within the District's Administrative Team
- Administration and Leadership of the District's Instructional Program
- Leadership in areas of curriculum development and data analysis
- Progress made in relation to annual goals and objectives

The components that further define and describe the aforementioned criteria are attached hereto.

In accordance with the Annual Professional Performance Review Procedures for the Assistant Superintendent, the Superintendent of Schools agrees that:

- The performance of the Assistant Superintendent meets the expectations of the Superintendent with respect to the aforementioned components.

Additional Comments:

(Additional pages attached as necessary)

- The following specific performance areas enumerated in the attached definition and description of the criteria require strengthening:

(Additional pages attached as necessary)

Superintendent of Schools

Review and receipt acknowledged by Assistant Superintendent: _____
(Signature)

Assistant Superintendent for Instruction

General Executive Duties and Responsibilities

- Interpret and execute the intent of board policy
- Provide overall leadership and senior level executive leadership throughout the district
- Make recommendations to the superintendent on items requiring board action based on thorough study and analysis
- Provide assistance to the superintendent on the planning of board agenda items and meetings as needed or requested
- Keep the superintendent and board informed on issues, needs and operation of the district
- Support board policy and actions to the public and staff

Oversight of the District's IT program and program for Students with Disabilities

- Provide general oversight and leadership over the program for students with disabilities and students requiring services under section 504 of the Rehabilitation Act of 1973.
- Provide oversight and leadership to the district's Instructional Technology program and overall technology infrastructure.

Development of Instructional Leadership within the District's Administrative Team

- Work with district administrators to provide a sound and coordinated instructional program and to improve instruction and student learning and achievement
- recruit and assign the best available personnel in terms of their competencies
- Develop and execute sound professional development program for the instructional and as needed, non-instructional staff
- Treat all personnel fairly, without favoritism or discrimination, while insisting on performance of duties
- Evaluate performance of staff members, giving commendation for good work as well as constructive suggestions for improvement
- Inspire others to want to do their best

Administer and Coordinate the District's Instructional Program

- Implement a comprehensive and sustainable program for new teachers
- Provide direct oversight of the district's IT and Special Education programs
- Delegate authority to the personnel and other management staff appropriate to the position each holds
- Plan for the efficient and effective use of district resources

Leadership in areas of curriculum development and data analysis

- Work with building administrators and teacher leaders to review relevant and meaningful data
- Provide for the analysis of district-wide data to improve the district's overall instructional program
- Provide for meaningful K-12 curriculum to provide for a comprehensive, well understood and articulated K-12 curricula.