

1. General Purpose

- a. The APC shall conduct an annual review of the principal's performance.
- b. The evaluation process will be objective, merit-based to provide a whole-person reflective assessment on the quantitative and qualitative elements of the principal's performance accomplished during the annual rating period.
- c. The evaluation will at a minimum encompass the effectiveness of the principal in leading the school to the accomplishment of its goals, major duties outlined in the employment contract, and the performance targets set annually by the APC.

2. Evaluation Timeline

- a. The APC Standing Committee on Performance – Evaluations Subcommittee shall establish and review principal performance objectives in accordance with the employment contract, school goals, and other pertinent APC factors prior to the annual meeting each year and. The Performance Committee Chair will request ASD Executive Director of Elementary Education to provide feedback on the proposed rating objectives.
- b. The principal may provide the APC input on performance objectives, targets, or school goals during this review period.
- c. Within the first thirty (30) days of the school year, the APC Chair, Performance Committee Chair, and Principal will conduct a second expectations sessions to discuss the performance objectives. Written copies of these expectations will be provided and signed by all three individuals to document its occurrence.
- d. In November each year, the APC Chair and Performance Committee Chair shall conduct a formal mid-term performance discussion with the principal. This session will provide written feedback on successful actions as well as areas for improvement. All three individuals will sign the mid-term evaluation.
- e. Not later than January 15<sup>th</sup>, the Evaluations Subcommittee shall finalize the feedback surveys for parents/guardians, Rilke staff, and Parent/Guardian-elected APC members.
- f. The principal evaluation period shall run between January 15<sup>th</sup> and February 15<sup>th</sup> annually. The Evaluations Subcommittee is responsible for aggregating survey responses.
- g. The outcome of the evaluation process (detailed below) shall be formally presented to the APC at its annual meeting in February at which time, based on the evaluation criteria listed below, the APC will vote on contract renewal. This will ensure that the outgoing APC full board will be making this vote.
- h. Within two weeks of the annual meeting, the APC Chair and Performance Committee Chair shall provide formal, written feedback to the principal on the basis of the contract renewal vote and annual evaluation feedback. At this meeting, providing the APC voted to renew the contract, the APC Chair and Performance Committee chair will provide the principal the initial performance expectations for the next annual rating period.
- i. The Performance Committee Chair shall provide ASD the final annual rating summary.

## Rilke Policy 003 – Principal Evaluation

### 3. Evaluation Process

- a. The principal's evaluation score shall be a weighed aggregate of the following four entities:
  - i. APC parent/guardian-elected member surveys (30 percent)
  - ii. ASD Executive Director of Elementary Education performance assessment (30 percent)
  - iii. Rilke staff member surveys (20 percent)
  - iv. Rilke Parents/Guardian surveys (20 percent)
- b. Inputs surveys and feedback shall culminate in a final assessment of:
  - i. Exceeds Expectations
  - ii. Meets Expectations
  - iii. Needs Improvement
- c. With the exception of the Director of Elementary Education, all other input categories' responses shall be averaged (median) to arrive at a final overall category rating as outlined in 3b.
- d. Combined, weighted final ratings will result in:
  - i. Exceeds Expectations – a two-year contract extension
  - ii. Meets Expectations – a one-year contract extension
  - iii. Needs Improvement – non-renewal or conditional renewal at the APC's discretion