

PERFORMANCE APPRAISAL:
EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

DNB
R(EXHIBIT)

PROCEDURES FOR
APPRAISAL OF
ADMINISTRATORS
RECOMMENDED
BY THE
COMMISSIONER OF
EDUCATION

Note: The following procedures, which are recommended but not required by the Commissioner, may be used in whole or in part.

The District shall establish an annual calendar providing for the following activities, in which both the administrator and the appraiser shall participate:

1. Procedures for setting goals that define expectations and set priorities for the administrator being appraised
2. Formative conference
3. Summative conference

Appropriate administrators shall be involved in developing, selecting, or revising the appraisal instrument and process.

The District shall ensure that a principal is provided with an orientation of the Texas Principal Evaluation and Support System (T-PESS) either prior to or in conjunction with the pre-evaluation conference when:

1. The principal is new to the district;
2. The principal has never been appraised under the T-PESS; or
3. District policy regarding principal appraisal has changed since the last time the principal was provided with an orientation to the T-PESS

The principal The principal orientation shall include all state and local appraisal polies and the local appraisal calendar.

STANDARDS
AND
DESCRIPTORS
USED TO
EVALUATE

The domains and descriptors used to evaluate administrators may include the following:

Standard I. Instructional Leadership, which includes four indicators;

Standard II. Human Capital, which includes four indicators;

Standard III. Executive Leadership, which includes four indicators;

Standard IV. School Culture, which includes five indicators; and

Standard V. Strategic Operations, which includes four indicators.

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- a) Beginning with the 2017-2018 school year, each principal appraisal shall include the campus-level academic growth or progress of the students enrolled at the principal's campus.
- b) If calculating a single overall summative appraisal score for principals, the measure of student growth or progress, shall count for:
 1. At least 20% of a principal's summative score for a principal who has served two or more years in his/her role on the same campus.
 2. At least 10% of a principal's summative score for a principal who has served one year in his/her role on the same campus; or
 3. May not be included in calculating a single overall summative appraisal score for a principal who is in his/her first year as principal on a particular campus.

In developing appraisal instruments, the District shall use the local job description, as applicable.

The District may implement a process for collecting staff input for evaluating administrators or for developing plans for professional growth for administrators. If such a process is implemented for use in the administrator's evaluation, staff input shall not be anonymous.

19 TAC 150.1021, 150.1022(d)-(g)

Approved:
Jose Espinoza, Ed. D. Superintendent
March 7, 2018

Board Committee Review:
March 12, 2018