



Central Office Administrator Performance Management Overview

Central Office Administrator Performance Management Philosophy

The purpose of a performance based evaluation is to give feedback to employees and assist with the movement toward the goals of the District and Learning Reimagined. Evaluations provide opportunity for development through communication. We will encourage growth and realize and focus on individual talents and strengths. All of the aforementioned specifics must be done while adhering to the requirements of the domains of job responsibility and functional areas of leadership.

THE PERFORMANCE MANAGEMENT PROCESS



1. Step One – Goal Setting

The purpose of this step is for both parties to agree on a set of performance growth goals for the new evaluation cycle. The most important requirement of this process is that the Goals are

reflective of the fact that everyone in Central Office contributes to the Mission and Goals of the District. Each goal should be directly tied to a District Strategic Priority. To verify goal attainment, any documents of activity during the regular course of the employee's job performance can provide documentation. Artifacts of the employee's work should be kept and filed.

2. Step Two – Mid Year Progress Conference

This *important* conference with the Central Office Administrator and their supervisor is to examine progress toward meeting performance targets, to determine the pace of progress, and to provide the supervisor with information that might relate to progress on district-wide goals and priorities. The Central Office Administrator should retain artifacts of the work being done and utilize them in the conference to support points. This conference should reflect how well the employee is contributing to the overall plan for district improvement.

3. Step Three – Professional-Reflection and Self-Assessment

This step is the creation of an executive summary of the accomplishments and/or shortcomings of meeting the goals. It will provide an overview of the goals, the process, evidence, and the results. The employee will also have the opportunity to evaluate their performance using the Summative Evaluation form. Administrators new to the role will not be expected to complete this step.

4. Step Four- Summative Evaluation

This is a conference to report on the accomplishment of the performance growth goals established at the beginning of the cycle. At this point all of the elements of the evaluation process for the given cycle will be completed.