FREQUENCY

The employment policies adopted by the Board must require a written evaluation at annual or more frequent intervals of each superintendent, principal, supervisor, counselor, or other full-time, certified professional employee, and nurse. *Education Code 21.203(a)*

ADMINISTRATOR APPRAISAL

The District shall appraise each administrator annually using either:

1. The Commissioner's recommended appraisal process and performance criteria; or
2. An appraisal process and performance criteria developed by the District in consultation with the District- and campus-level committees and adopted by the Board.

District funds may not be used to pay an administrator who has not been appraised in the preceding 15 months.

Education Code 21.354(c), (d)

PRINCIPALS

The information in the annual report describing the educational performance of each campus [see AIB] shall be a primary consideration of the Superintendent in evaluating campus principals. In addition, the appraisal of a principal shall include consideration of the student achievement indicators and the campus's objectives, including performance gains of the campus and the maintenance of those gains. *Education Code 21.354(e)*

COUNSELORS

The Commissioner shall develop and periodically update an evaluation form for use by districts in evaluating school counselors.

CONFIDENTIALITY OF EVALUATION

A document evaluating the performance of an administrator is confidential.

Education Code 21.355

APPRAISAL PROCEDURES

The following procedures for administrator appraisal are minimum requirements.

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

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

19 TAC 150.1022(a)

APPRAISAL INSTRUMENT AND PROCESS

The District shall involve appropriate administrators in developing, selecting, or revising the appraisal instruments and process.

Before conducting appraisals, an appraiser shall provide evidence of training in appropriate personnel evaluation skills related to the locally established criteria and process.

The District may implement a process for collecting staff input for evaluating administrators. If the District implements such a process, the input must not be anonymous.

The appraisal of a principal shall include a student performance domain. The District may, with Board approval, select the Commissioner-recommended student performance domain for principals or may develop an alternative governed by the process outlined in Education Code 21.354. [See ADMINISTRATOR APPRAISAL, above]

DOMAINS

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

1. Instructional management.
2. School or organization morale.
3. School or organization improvement.
4. Personnel management.
5. Management of administrative, fiscal, and facilities functions.
6. Student management.
7. School or community relations.
8. Professional growth and development.
9. Student achievement indicators and campus performance objectives.

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

19 TAC 150.1021, 150.1022