

## IMPLEMENTATION OF GROWTH PLAN

Once the priority objective(s) has/have been identified and a process for documentation\* identified, the administrator shall implement appropriate procedures for meeting the objectives/goals of the growth plan.

The administrator's immediate supervisor shall develop several methods for the collection of documentation. These methods must be reviewed with the administrator prior to implementation.

At the post-conference this data/documentation shall be reviewed.

\*The documentation/data portion shall be a measurement device(s) designed as an appropriate measurement device for the objective/competency listed on the growth plan. This may include - but is not limited to - such things as test scores, surveys, supporting documentation, picture presentations, logs, work orders, observations, assessments, newspaper clippings, reports, videotapes, or any other appropriate documentation applicable and deemed appropriate to the listed objective/competency and agreed upon.

## POST-CONFERENCE

A mid-year post-conference shall be held to review documentation/data and assess compliance with the growth plan.

A narrative shall be written to reflect the status of implementation, further review and/or modification of the growth plan, or presentation of documentation for judging completion and/or compliance to the growth plan.

## EVALUATION OF ADMINISTRATOR BY STAFF

1. A revised administrator evaluation form will be used for evaluation by staff. Revisions will include the following:
  - a. deletion of the column entitled "Assistance to be Provided"
  - b. addition of a column entitled "Not Observed"
2. A copy of the revised administrator's evaluation form, with an attached envelope, will be distributed by the personnel office to 10% of the employees who are directly supervised by the administrator or a minimum of three employees (two professional and one at-will), whichever is greater.
3. Completion of the evaluation form by individual staff members is voluntary.
4. Signatures are required.
5. All forms are to be returned directly to the administrator's supervisor.

6. The administrator's supervisor shall schedule a meeting with the administrator to discuss the results of the evaluation by staff and how the results maybe used. The administrator may review the individual evaluation forms during the meeting.

#### EVALUATION CONFERENCE

The supervisor and the administrator shall meet for an evaluation conference by the deadline scheduled by the superintendent to meet board policy.

This conference shall be held to discuss the status of the growth plan objectives, further direction by the supervisor, modification for future planning, or other areas as deemed appropriate by either the supervisor or the administrator.

The supervisor shall complete an appropriate evaluation document for signature of the administrator.