



COLUMBUS
CITY SCHOOLS

NON-SCHOOL BASED ADMINISTRATOR EVALUATION

YEAR CONTRACT *IS* EXPIRING

All non-school based administrators who have a contract expiring must have a preliminary and a final evaluation completed in the year the contract is set to expire, regardless of renewal status.

14

NOVEMBER

Professional Growth/Goal Setting Plan

- The evaluated employee drafts the plan in Perform by the evaluator's requested date.
- The evaluator conducts a conference to discuss and finalize the plan in Perform by **November 14**.

16

JANUARY

Preliminary Evaluation

- The evaluated employee completes the optional Preliminary Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Preliminary Evaluation form in Perform.
- The evaluator conducts a Preliminary Conference with the administrator to discuss the Preliminary Evaluation and check progress on the Professional Growth/Goal Setting Plan by **January 16**.
- If recommendation may be non-renewal, the evaluator contacts John Dean in Labor Management and Employee Relations.

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MAY

Final Evaluation

- The evaluated employee completes the optional Final Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Final Evaluation form in Perform.
- The evaluator conducts a Final Conference with the administrator to discuss the Final Evaluation and check progress on the Professional Growth/Goal Setting Plan by **May 8**.
- If recommendation is non-renewal, the evaluator contacts John Dean in Labor Management and Employee Relations by **April 17**.

If an **Improvement Plan** needs to be implemented during the evaluation process, the evaluator contacts Rhonda Rice in Professional Learning and Licensure.