



COLUMBUS
CITY SCHOOLS

NON-SCHOOL BASED ADMINISTRATOR EVALUATION

YEAR CONTRACT *IS NOT* EXPIRING

All non-school based administrators whose contract will not be expiring will have a final evaluation completed in the year the contract does not expire.

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.**

8

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 there is a performance issue, the evaluator contacts John Dean in Labor Management and Employee Relations.
- If an Improvement Plan needs to be implemented during the evaluation process, the evaluator contacts Rhonda Rice in Professional Learning and Licensure.