

STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

2023-2024 School Year

**PRINCIPAL & ASSISTANT PRINCIPAL EVALUATION
PROCEDURES AND DEADLINE DATES**

Administrators to be evaluated

Once each school year for the first three years as an assistant principal or principal.

In the first year at a new location or school. The evaluator may elect to conduct an evaluation in the administrator’s second (2nd) year at a new location or school based on final overall rating of Approaching Standards or Does Not Meet Standards.

Every other year for personnel with permanent status whose most recent evaluation rated the administrator as Exceeds Standards or Meets Standards.

Every five (5) years for permanent personnel who have been employed as an administrator within the district for eight (8) consecutive years, and whose most recent evaluation rated the administrator as Exceeds Standards or Meets Standards. The administrator or evaluator may withdraw consent at any time with two (2) weeks’ notice.

Timeline/Date	Activity
(First 6 weeks of the administrator’s school year) No later than August 29, 2023	<p><u>Pre-Evaluation and Goal Setting Conference</u></p> <p>Evaluator shall schedule and conduct an individual meeting with each administrator. (§ 4.7.1) Evaluator and administrator shall review the administrator’s goals (§ 4.7.2) for the upcoming/current evaluation year utilizing the leadership rubric in defining and selecting evaluation indicators and goals for the school year. (§ 4.3.2) The Pre-Evaluation Conference and Goal Setting Form (§ 4.3.1) must be submitted to Human Resources as proof of completion, NOT to be included in the personnel file, within the first six (6) weeks of the administrator’s work year. (§ 4.7.3)</p> <ul style="list-style-type: none"> • Pre-Evaluation Conference and Goal Setting Form (§ 4.3.1) • Evaluation Rubric Form (§ 4.3.2)
Mid -Year Evaluation Form No later than December 15, 2023	<p><u>Mid-Year Evaluation and Goal Review</u></p> <p>The mid-year evaluation form must be submitted to Human Resources as proof of completion including any plans, NOT to be included in the personnel file, on or by December 15, 2023 (§ 4.7.3)</p> <ul style="list-style-type: none"> • Mid-Year Evaluation Form (§ 4.3.3) • Evaluation Rubric Form (§ 4.3.2) • Individual Growth Plan Form (§ 4.3.5) (If deemed necessary) • Individual Improvement Plan Form (§ 4.3.6) (If deemed necessary)
Summative Evaluation Form No later than May 1, 2024	<p><u>Final Evaluation Conference</u></p> <p>The Summative Evaluation Form must be submitted to Human Resources, to be included in the administrator’s personnel file, on or before May 1, 2024. (§ 4.7.3) Administrators may file a written response to the completed Summative Evaluation Form within fifteen (15) working days after receiving the completed evaluation. (§ 4.7.6)</p> <ul style="list-style-type: none"> • Summative Evaluation Form (§ 4.3.4) • Evaluation Rubric Form (§ 4.3.2)