

Grand Island Public Schools  
Administrator Appraisal Process

| Task  | Person Responsible               | Timeline   |
|---|----------------------------------|--|
| Contact administrator and share expectations for personal/professional goals  | Team Leader                      | September 15th   |
| Receive Personal and Professional Goals   | Team Leader                      | October 1st  |
| Schedule Preliminary meeting with administrator   | Team Leader                      | October 1 <sup>st</sup>  |
| Discuss data collection points with administrator: <ul style="list-style-type: none"> <li>• Personal and Professional Goals Form</li> <li>• Evaluation Form</li> <li>• Staff Survey Form</li> <li>• School Improvement Plan</li> <li>• Student Achievement Data</li> <li>• Staff Evaluations</li> <li>• Evidence to be collected reflecting growth in 5 areas of eval form and Personal/Professional Goals</li> </ul> | Team Leader                      | October 15th   |
| Meet with team to share goals and preliminary data  | Team Leader and Team             | November 1 <sup>st</sup>   |
| Make school visits (i.e., meetings, classroom visits, walk throughs). Visits may be scheduled or drop-in. Information may be gained from visiting with staff members informally through other meetings.   | Team Leader and Team             | Non-tenured – prior to March 1 <sup>st</sup><br><br>Tenured – prior to May 15th  |
| Complete summative evaluation   | Team Leader                      | Non-tenured - prior to April 1 <sup>st</sup><br><br>Tenured – prior to June 30th |
| Complete summative evaluation meeting   | Team Leader, Team, Administrator | Non-tenured – prior to April 1 <sup>st</sup><br><br>Tenured – prior to June 30th |
| Submit summative evaluation to Superintendent’s office  | Team Leader                      | Non-tenured – prior to April 1 <sup>st</sup><br>Tenured – prior to June 30th     |