

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GBI

Responsible Office: OFFICE OF SCHOOL PERFORMANCE/INSTRUCTIONAL DATA
DIVISION/CURRICULUM AND INSTRUCTION/HUMAN RESOURCES

EVALUATION AND RATING – UNIT II

A. PURPOSE

To establish procedures for the evaluation and rating of Unit II employees in order to improve their effectiveness, providing input regarding professional development, and complying with applicable laws and regulations.

B. BACKGROUND

State law and regulation requires that all certificated personnel receive an overall rating and that principals shall be evaluated annually, and such evaluations shall include professional practices and student growth components.

This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

C. DEFINITIONS

1. ***Professional Practice*** - The portion of the evaluation and rating process that appraises the administrator's performance in the six domains of professional growth and learning:
 - a. professional growth and learning,
 - b. student growth and achievement,
 - c. school planning and progress,
 - d. school culture,
 - e. professional qualities and instructional leadership, and
 - f. stakeholder support and engagement.
2. ***Student Growth*** - The student progress assessed by multiple measures from a clearly articulated baseline to one or more points in time. This includes progress along Student Learning Objectives, to measure the learning growth of students whom the administrator impacts.
3. ***Student Learning Objectives (SLOs)*** – Specific, rigorous, goals for groups of students that educators create to guide their instructional efforts.

4. **Work day** – a day, other than Saturday, Sunday, or legal holiday, on which the central office of Anne Arundel County Public Schools (AACPS) is open for the transaction of business.
5. **Evaluation** – a process by which an administrator’s professional practice and student growth are formally or informally appraised by administrative or supervisory personnel and for the purpose of providing direction and facilitating improvement.
6. **Rating** – a formal assessment of a Unit II employee’s performance by administrative or supervisory personnel according to a predetermined schedule and instrument.
7. **Administrator** – an individual who serves in the position as a school based principal or assistant principal.

D. PROCEDURES

1. Administrator ratings shall be comprised of professional practices and student growth components.
 - a. The professional practices component incorporates the Interstate School Leaders Licensure Consortium (ISLLC) standards, the Maryland Leadership Instructional Framework (MLIF), research by the National Association of Elementary School Principals (NAESP) and the National Association of Secondary School Principals (NASSP).
 - b. The professional practices framework shall minimally incorporate the following six (6) domains:
 - i. Professional Growth and Learning;
 - ii. Student Growth and Achievement;
 - iii. School Planning and Progress;
 - iv. School Culture;
 - v. Professional Qualities and Instructional Leadership; and
 - vi. Stakeholder Support and Engagement.
 - c. The student growth portion of the rating shall include SLOs and other student achievement measures approved by the Maryland State Department of Education (MSDE).
 - d. Formal conferences shall be held with the rater and ratee as part of the rating process.
2. Other Unit II employees shall be evaluated and rated using the tool and following the process prescribed by the Division of Human Resources.
3. Primary responsibility for the evaluation and annual rating shall be assigned to the immediate administrative supervisor of the Unit II employee being evaluated. All appropriate professional personnel may provide meaningful input in the process.

4. Annual ratings shall be received by administrators on or before June 30th each year.
5. Professional Growth Plans for Improvement may be utilized with staff as needed.
6. A Unit II employee who is dissatisfied with any items of his/her rating may appeal to an AACPS and Association of Educational Leaders (AEL) joint appeal committee, provided the member has notified the rater of his/her intention to appeal and has submitted a written request, stating the items contested, to the Executive Director of Human Resources, within ten (10) work days after the receipt of a final rating or if there is no rating, by July 15th. He/she may also provide written comments in response to his/her rating that shall be attached to the rating and included in his/her Official Personnel File.
7. In conformance with the procedures outlined in *The Evaluation Appeal Procedure* document, which is jointly agreed upon by AACPS and AEL, the joint appeal committee shall provide a decision to uphold, alter, or remove the rating.
8. If the Unit II employee disagrees with the decision of the joint appeal committee, he/she may appeal that decision to the Superintendent or his/her designee within ten (10) work days of the joint appeal committee's decision.
9. If the Unit II employee disagrees with the decision of the Superintendent or his/her designee and the decision is subject to the appeal process as outlined in Section 4-205 of the Education Article, the Unit II employee may appeal the matter to the Board of Education. The appeal shall be made in writing within thirty (30) calendar days of the date of the Superintendent's or his/her designee's decision and addressed to the President of the Board of Education of Anne Arundel County, 2644 Riva Road, Annapolis, Maryland 21401.
10. For the Official Personnel File, located in the Division of Human Resources, items in the final decision by the joint appeal committee or the Superintendent shall supersede those items on the original rating. The items superseded shall be so marked on the original rating, and the appeal report(s) shall be attached. References supplied by the Division of Human Resources will not contain data or information based on items which are pending decision by an appeal procedure or which have been superseded by action of the appeal committee, the Superintendent, or his/her designee.
11. The overall rating shall be filed in the employee's local management file and his/her official personnel file.

Regulation History: *Developed by Superintendent 09/03/74
Reviewed by Board of Education 04/22/15
Issue 04/23/15*

Note previous regulation history: *Issued 09/03/74, revised 06/16/92, 01/24/06*