

**North Orange County Regional Occupational Program  
EVALUATION/SUPERVISION  
ROP BP 4315**

## **Policy**

**BP 4315 (a)**

### **Management**

The Governing Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the ROP's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative and supervisory employees shall be evaluated in accordance with established procedures or as appropriate.

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

An administrator or manager shall be evaluated annually in the ROP. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee. The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated administrators or managers may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
2. Culturally responsive instructional strategies which support the learning needs of students.
3. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement
4. High expectations for all students and leadership to ensure active student engagement and learning

Revised: October 13, 2021

Adopted: August 8, 1978

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**BP 4315 (b)**

5. Collaborative professional practices for improving instructional strategies
6. Effective department management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior
7. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth
8. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators
9. Support and achievement of organizational goals and priorities

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.