



Administrative Regulation 2112.1 Evaluation of Administrators

Responsible Office: Office of Human Resources

REGULATION

1. All Washoe County School District administrators, both certificated and professional-technical, shall be evaluated at least once each school year. The building principals of the district will be evaluated on a cyclic basis depending upon the status of each individual administrator. The district shall establish a major-minor evaluation system for building principals in which the following rules will apply:
 - a. All school principals in their first or second year of experience shall be evaluated using the Major Administrative Evaluation form.
 - b. All school principals who have been evaluated using the Minor Administrative Evaluation form for the two previous years will be evaluated using the Major Administrative Evaluation form.
 - c. All school principals being designated by the Superintendent as being in need of additional assistance will be evaluated using the Major Administrative Evaluation form.
 - d. School principals not designated for evaluation using the Major Administrative Evaluation form will be evaluated using the Minor Administrative Evaluation form.
 - e. All assistant principals will be evaluated by the building principal using a narrative format in which commendations and recommendations will be the two major headings of the evaluation.
 - f. All administrators not covered by any of the above and professional-technical employees will be evaluated by the administrator to whom they are directly responsible. A narrative commendation and recommendation format will be used.
 - g. In case an administrator or professional-technical employee being evaluated does not agree with the evaluation, s/he may:
 - i. write a written response,
 - ii. request an additional meeting with the evaluator to discuss the evaluation,

- iii. request a meeting with an appropriate higher-level administrator if still not satisfied.
2. In cases where the Minor Administrative Evaluation form is used, an administrator at the coordinator level or above will be assigned to complete the evaluation.
3. In cases of an evaluation of an administrator or professional-technical employee who has been designated as being in need of additional assistance, a Leadership Team member may also be assigned to work with the evaluator and the counselor in completing the evaluation.
4. As appropriate, additional training will be provided to address non-proficient areas.
5. Copies of the Major Administrative Evaluation form, the Minor Administrative Evaluation form, the evaluation form used for administrators in non-principal positions and professional-technical employees, and the timeline for improvement of performance format are attached and, as such, are a part of this regulation.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future,
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. The following Board Policies, Administrative Regulations and Administrative Procedures align with this regulation:
 - a. Board Policy 4117, Licensed Employee Probation and Evaluation
 - b. Board Policy 4117.1, Evaluations – Conflict of Interest
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees.
4. This regulation complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.

5. This regulation aligns with the Collective Bargaining Agreements between the District and the Washoe School Principals' Association (WSPA) and the Association of Professional-Technical Administrators (APTA).

6. **REVISION HISTORY**

Date	Revision	Modification
7/10/1984	1.0	Adopted
3/10/1992	4.0	Revised
10/28/1997	6.0	Revised
2/24/1998	7.0	Revised