
CERTIFIED SCHOOL LEADER EVALUATION PROCEDURE
(CUR-P003)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to all certified district leaders.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 All supervisors of certified district leaders

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Superintendent of Schools

Signature _____

Date _____

4.0 DEFINITIONS:

- 4.1 Certified district leader – any district leader certified to teach by the State of Connecticut.

5.0 PROCEDURE:

- 5.1 At the beginning of each year, usually July, every certified district leader will identify with their supervisor annual learning needs related to academic improvement plan, job skills, and personal/professional growth.
- 5.2 Certified district leaders will create and have approved by their supervisor an action plan for continuous improvement including objectives, timelines, and measurements. (See CUR-F030)
- 5.3 Each leader will meet periodically, usually twice during the year with their supervisor to determine their interim progress toward meeting the stated objectives of their annual action plan. (See CUR-F031)
- 5.4 Leaders will assess with their supervisor the overall final success in meeting their annual continuous improvement action plan. (See CUR-F032)
- 5.5 Leaders will develop a new annual continuous improvement plan based on feedback from their last action plan and on new objectives. (See CUR-F030)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 The Connecticut/Milford Performance Standards for School Leaders (available at www.milforded.org).
- 6.2 The Connecticut Code of Professional Responsibility for School Leaders (available at www.state.ct.us/sde).
- 6.3 The Connecticut/Milford Educational Leadership Self-Assessment Instrument (available at www.milforded.org and www.state.ct.us/sde).
- 6.4 The School Leader Evaluation Plan Goals Form - CUR-F030
- 6.5 The Log of Midyear Conference Form – CUR-F031
- 6.6 The Year-end Evaluation Form – CUR-F032

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CUR-F030 CUR-F031 CUR-F032	Personnel File	Length of employment plus 30 years(after receiving the signed approval form (RC-075) from the Office of the Public Records Administrator)	Shred	Locked Files

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision:</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release
10/15/2003	B	Add Form numbers to 6.4, 6.5, 6.6, Under 7.0 take out Action Plan, Under 7.0 Add form numbers, change storage and retention
01/12/2004	C	Under 7.0, remove 6.4, 6.5. & 6.6 and add CUR-F030, CUR-F031 & CUR-F032 in their place. Remove wording under 7.0 under Identification:"Above named documents".
04/14/2004	D	Add wording to 2.0 & 4.0; add form numbers to 5.0-Procedure, add websites to 6.0-Associated Documents and change wording in 7.0-Record Retention Table

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