Kids Unlimited (KU) Academy  
Principal Performance Evaluation Process

The evaluation process is designed to provide skill development, accountability and ongoing support. This important process leads to a school wide culture of continuous improvement and accountability for effectively running the school and increasing student achievement over the course of the school year through leadership excellence. Key elements of the evaluation cycle include bi-weekly supervision meetings with the Executive Director, participation and engagement in ongoing professional development and an annual performance appraisal.

A. **Bi-weekly Principal Meeting with Executive Director**

The principal meets biweekly with the Executive Director. This meeting supports the principal of the Academy with updates on agency wide issues, community meetings and other stakeholder input. These meetings are also designed to support the principal in daily challenges including decision making and provides support for administrative tasks and compliance. The supervision meeting also supports strong alignment between the school and organization by ensuring that the school operates in alignment with the organizations philosophy, and other program activities. This meeting serves as an opportunity to review data and to discuss progress towards the goals of the academy. Additionally, any issues with accountability are discussed. The Executive Director serves as the direct supervisor for the Academy Principal and has full accountability for the performance of the principal.

Key Committees that guide Academy daily operations *(Descriptions Attached)*

**Note:** Review your charter to determine appropriate committees

1. Data committee  
2. Discipline committee  
3. School climate committee  
4. Title 1 program committee  
5. Vertical alignment committee  
6. Parent involvement committee  
7. Building screening committee  
8. Safety committee

B. **Engagement in Professional Development**

This school year, the KU Academy principal received professional development opportunities from several nationally recognized trainers and programs. Trainers and evaluators from the nationally recognized Success For All programs and the Singapore Math initiatives provided training on these research-proven approaches to cur-
riculum development, effective direct instruction, school climate and a range of other pertinent topics. The academy principal attended 2 national conferences this year where she received networking support as well as updates on innovations and best practices for student achievement. The academy principal will continue to receive opportunities for professional development on the national level that will keep the Academy in the forefront of effective schools.

C. **Annual Performance Appraisal of School Principal**

An annual Performance Appraisal document is completed for the principal at the conclusion of each school year. *(See attached.)* The Academy has adopted a performance appraisal document that is aligned with district wide standards for administrators performance. The key elements in the appraisal are based in educational research on effective administrative practices.