

The Columbia County School System uses the Georgia Leadership Evaluation Instrument for evaluation of all leadership personnel required to hold leadership certificates.

The Georgia Leadership Evaluation Instrument (GLEI) will be used to evaluate all leadership-certificated personnel not assigned to a school, with the exception of the superintendent.

System-level multi-dimensional tasks include:

- Leadership Task I: Curriculum
- Leadership Task II: Student Performance
- Leadership Task III: Staff Performance
- Leadership Task IV: Communication
- Leadership Task V: Organizational Setting
- Leadership Task VI: Comprehensive Improvement Plans

The Georgia Leadership Evaluation Instrument (GLEI) will be used to evaluate principals, assistant principals, vocational directors, and other school-based leadership personnel who hold valid leadership certificates and whose primary job responsibility is something other than the direct instruction of students.

Building-level leader multi-dimensional tasks include:

- Leadership Task I: Curriculum
- Leadership Task II: Student Performance
- Leadership Task III: Staff Performance
- Leadership Task IV: Academic Focus
- Leadership Task V: Communication
- Leadership Task VI: Organizational Setting
- Leadership Task VII: Comprehensive Improvement Plans

The leadership evaluation process will be based on the following six steps:

1. Group Orientation
2. Individual Pre-Evaluation Conference
3. Formative Conference
4. Evaluation Report Preparation
5. Summative Conference
6. Preparation of a Professional Development Plan

(see next page)

**Page 2 – PROCEDURE CGI – ADMINISTRATIVE PERSONNEL EVALUATION**

The GLEI Questionnaire forms BL-A, BL-B, BL-C are available for evaluation of Building-Level Leaders by faculty members.

All administrators who are not certified shall be evaluated using the locally developed Administrative/Supervisory Evaluation form and process based on specific job responsibilities and department functions.

As required by the A Plus Education Reform Act of 2000, all evaluations must be completed no later than April 1 of each school year. The administrator responsible for conducting the annual evaluation shall complete a personnel payroll change form to withhold a salary step increase on any administrator who receives an unsatisfactory annual evaluation. This payroll change form must be sent to the Personnel Department no later than June 1.

**ADOPTED: 02/14/89**

**REVISED:**

**Columbia County Board of Education**